



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

REC

FOR DIVISION USE ONLY

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

REC:

ZSU:

Real Estate Broker or Associate Broker License Renewal

February 1, 2026 – January 31, 2028

- Your license lapses after January 31, 2026. **There is no grace period** — it is illegal to work if your license has lapsed.
- Faxed or emailed applications will not be accepted.
- Make checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4–6-week processing time for correct and complete renewal applications.
- Once the renewal is processed, your license will be available for printing via the MY LICENSE self-service portal.

PART I Payment of Fees

Renewal Fee: (Active License)	<input type="checkbox"/> Biennial License Renewal and Recovery Fund Fee REC - \$120, ZSU - \$50 (For licenses first issued on or before January 31, 2025)	\$170.00
	<input type="checkbox"/> Prorated License Renewal and Recovery Fund Fee REC - \$60, ZSU - \$50 (For licenses first issued on or after February 1, 2025)	\$110.00
Renewal Fee: (Inactive License)	<input type="checkbox"/> Biennial Inactive License Renewal (For licenses first issued on or before January 31, 2025)	\$120.00
	<input type="checkbox"/> Prorated Inactive License Renewal (For licenses first issued on or after February 1, 2025)	\$ 60.00

PART II Personal Information

AK License Number:		<input type="checkbox"/> Broker	<input type="checkbox"/> Associate Broker
Full Legal Name: Name change: <input type="checkbox"/>			
If you have had a legal name change since your last license was issued, you must complete a <u>Change of Name</u> form.			
Mailing Address: Address change: <input type="checkbox"/>	P.O. Box or Street	City	State Zip
Contact Phone:		Date of Birth:	
EMAIL AGREEMENT: Providing an email address authorizes the division to send you a web authorization code to register with the MY LICENSE self-service portal. If you have already registered with MY LICENSE, no action is needed. If you did not receive a code or the code you received has expired, contact the division. Once registered you may opt-in to receive all official correspondence electronically. Your account can be accessed at any time.			
Email Address:			
SOCIAL SECURITY NUMBER: AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.			

PART III Verification of Office Information

Are you a Real Estate Broker or Associate Broker-in-Charge?

☐ Yes☐ No

*If yes, complete the sections below.
If no, skip to Part IV.*

Office Information

Office Number:		<input type="checkbox"/> Main Office	<input type="checkbox"/> Branch Office
Business Name:		Phone Number:	
Physical Address:	Street	City	State Zip
Mailing Address:	P.O. Box or Street	City	State Zip
Bank Name:			
Trust Account Name(s):		Trust Account Number(s):	

Ownership InformationComplete the appropriate table below according to the business ownership type. *Attach additional pages as necessary.*☐ Sole Proprietorship☐ Partnership☐ Corporation☐ LLC or LLP

Corporate/LLC Name:

Alaska Entity Number:

Full Name

Address

Social Security Number*

Date of Birth*

**Sole proprietorship and partners only. AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.*

PART IV Proof of Errors & Omissions Insurance

Before renewal is considered to be complete, all licensees are required to submit proof of current E & O insurance, either through the master policy offered by RISC or through equivalent coverage.

Check the box that applies:

- ☐ I have obtained coverage through the master policy offered by RISC, and I have attached or submitted a certificate of insurance from my insurance provider.
- ☐ I have an E & O insurance policy with a deductible of NOT MORE THAN \$5,000 and I have attached or submitted a certificate of insurance from my insurance provider.
- ☐ I have an E & O insurance policy with a deductible of MORE THAN \$5,000 or self-insured retention and I have attached or submitted a notarized affidavit certifying I have financial resources in set-aside funds to pay the higher deductible amount or self-insured retention.

Per 12 AAC 02.530(2), a broker of other real estate licensees may comply with the requirements of 12 AAC 02.510(a)(I) and (2) by obtaining insurance with coverage of a minimum of \$300,000 per wrongful act and \$1,000,000 aggregate, if all licensees associated with the broker are covered.

- ☐ I have E & O insurance coverage through my real estate brokerage **and** have attached or submitted a certificate of insurance from the broker's insurance provider.

PART V Continuing Education

By checking the appropriate boxes below, you are verifying your compliance with the continuing education requirements of Article 8 of 12 AAC 64 during the license period from February 1, 2024 through January 31, 2026.

<u>Designated</u> Continuing Education (8 Hours Required)	Hours
<input type="checkbox"/> Fair Housing & Property Management	2
<input type="checkbox"/> Environmental Issues & Land Use	2
<input type="checkbox"/> Required Licensee Disclosures	2
<input type="checkbox"/> Counseling Consumers	2
<u>Elective</u> Continuing Education (12 Hours Required)	-
<input type="checkbox"/> Elective Topics	12
TOTAL CE hours completed between February 1, 2024 and January 31, 2026:	20

Continuing Education

Your license cannot be renewed unless you have met the continuing education requirements in 12 AAC 64.071 and 12 AAC 64.500.

Random Audit

The commission will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit proof of E & O Insurance, and that you satisfied the continued competency requirements as you stated on this renewal form. Save your documents for at least four years to respond to any audits.

PART VI Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

When in doubt, disclose and explain.

1. **Since the date your last Alaska license was issued or renewed:** Have you had a real estate license, or any professional or occupational license, denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license or certificate, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional certificate or license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?

☐ Yes
☐ No
2. **Since the date your last Alaska license was issued or renewed:** Have you been convicted of a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including but not limited to, driving under the influence (DUI), or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.

☐ Yes
☐ No
3. **Since the date your last Alaska license was issued or renewed:** Have you had a fidelity bond denied or revoked?

☐ Yes
☐ No
4. **Since the date your last Alaska license was issued or renewed:** Have you been the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association?

☐ Yes
☐ No
5. **Since the date your last Alaska license was issued or renewed:** Have you had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds?

☐ Yes
☐ No

"Yes" Answers

If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

PART VII Alaska Law

☐ I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.88 and 12 AAC 64).



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

REC

FOR DIVISION USE ONLY

Real Estate Commission

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Website: ProfessionalLicense.Alaska.Gov/RealEstateCommission

REC:

ZSU:

Signature Page

Applicant Name:	
Alaska License Number:	

PART VIII Agreement

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:		Date Signed:	
-----------------------------	--	---------------------	--

General Information

APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the license may be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

LICENSE TERM:

Licenses are issued for a two-year period and expire on January 31 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 60 days before license expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

PROFESSIONAL FITNESS QUESTIONS:

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions, submit an explanation with the charging and closing court documentation showing final disposition of charge(s) (e.g. court records, fitness letters, etc.).

RANDOM AUDIT:

If your program requires continuing education, the division will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licenses are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits. (12 AAC 02.960)

CHANGES TO LEGAL NAMES, EMAIL ADDRESSES AND/OR MAILING ADDRESSES:

It is the licensee’s responsibility to notify the division of any changes to legal names, email addresses and/or mailing addresses. The email or mailing address of record will be used to send all official notifications. The name appearing on the license must be your current legal name. The name change notification form is available on the division’s website. Changes to email and/or mailing addresses can be submitted through MY LICENSE. (12 AAC 02.900)

SOCIAL SECURITY NUMBERS:

A U.S. Social Security Number must be on file with the division before a professional license is renewed. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov*, and include required supporting documents as noted on the form. (AS 08.01.100)

PUBLIC INFORMATION:

All information on the application will be available as public record, unless required to be kept confidential by state or federal law.

ABANDONED APPLICATIONS:

An application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known email or mailing address of the applicant, who then has 30 days to submit a written request for a refund of biennial license and other fees paid, if applicable. The application fee will not be refunded. If no request for a refund is received within that timeframe, no refund will be issued, and all fees will be forfeited. (12 AAC 02.910)

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division’s website: *ProfessionalLicense.Alaska.Gov*. Centralized statutes and regulations also apply to all professional licenses; those are also available on the division’s website. To receive notifications of proposed regulation changes, send a request with your name, email, and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*. Courtesy notifications of proposed program regulations changes will also be sent to the email address on record.



THE STATE
of

ALASKA *Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing*

Professional Licensing

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: License@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov

Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.



Write the professional fitness question number you are answering “yes” to in the box.

Location of Incident:		Date of Incident:	
Explanation of Incident: When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

Did you attach all applicable documents associated with this incident?

- ☐ Court Orders ☐ Consent Agreements ☐ Disciplinary Actions ☐ Charging Documents
- ☐ Court Records ☐ Fitness to Practice ☐ All Other Documentation Related to This Incident
- ☐ I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

Full Name:		Program:	
Signature:		Date Signed:	



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

FOR DIVISION USE ONLY

State of Alaska
PO Box 110806, Juneau, AK 99811
Phone: (907) 465-2550

Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
TOTAL:			

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		All 3 fields MUST be completed. This section will be destroyed after the payment is processed.
2. Expiration Date:		
3. Security Code:		