



WYOMING REAL ESTATE COMMISSION
2020 CAREY AVENUE, SUITE 702
CHEYENNE, WYOMING 82002-0180
PHONE: (307) 777-7141 FAX: (307) 777-3796

2010-2012 RENEWAL NOTICE GENERAL INFORMATION

IMPORTANT. PLEASE READ.

Anyone licensed prior to January 1, 2009 must furnish proof of forty-five (45) hours of continuing education by submitting copies of certificates with renewal form. At least twenty-four (24) hours of the required forty-five (45) hours must include Marketplace Issues, 8 hours; Practical Applications, 8 hours; and Trust Accounting and Closing, 8 hours. Inactive license renewals are not required to provide proof of continuing education. **IF YOU HAVE ANY QUESTIONS, CONTACT THE COMMISSION OFFICE.** (Transfer fees, change of name fees, etc., are \$30 and change of Business Address fee is \$25 per license. All fees are required **IN ADDITION TO RENEWAL FEES.**

ERRORS AND OMISSIONS INSURANCE: PLEASE BE AWARE THAT IF YOU ARE AN ACTIVE LICENSEE, YOUR ERRORS AND OMISSIONS INSURANCE MUST BE KEPT CURRENT TO AVOID BEING PLACED ON AN INACTIVE STATUS UNTIL YOU PROVIDE PROOF THAT YOUR INSURANCE HAS BEEN RENEWED.

IF YOU HAVE ERRORS AND OMISSIONS INSURANCE WITH WILLIAMS UNDERWRITING GROUP, YOUR INSURANCE EXPIRES ON JANUARY 1, 2010. ALLOW TIME FOR PROCESSING YOUR INSURANCE RENEWAL BY YOUR E & O INSURANCE PROVIDER.

To assure that you will receive your 2010-2012 license by January 1, 2010, please submit your renewal as soon as possible. Renewals must be **RECEIVED OR POSTMARKED** by December 31, 2009. Mailing your renewal by certified mail will assure traceable delivery as we cannot confirm by phone if received unless you have already been processed through our system.

Effective January 1, 2006, the Legislature authorized the Commission to establish a grace period for license renewals not to exceed sixty (60) days and to charge a late fee of \$75 in addition to the regular renewal fee. If your 2010-2012 renewal is not postmarked by December 31, 2009 or received in the Commission office by December 31, 2009, your real estate license will be cancelled for failure to renew. Starting on January 1, 2010, you can submit your late renewal with fees and additional documents, if applicable, and your license will be reinstated if received by March 1, 2010.

INACTIVE LICENSEES: You must advise the Commission of any changes to your email address and home mailing address, as all correspondence (renewal forms, seminar brochures, etc.) will be sent to those addresses.

RENEWAL FORM (12/31/09 Expiration Date)
MAKE CHECK PAYABLE TO THE WYOMING REAL ESTATE COMMISSION

CHECK BOX

<input type="checkbox"/>	BROKER	\$250
<input type="checkbox"/>	ASSOCIATE BROKER	\$250
<input type="checkbox"/>	SALESMAN	\$250
<input type="checkbox"/>	INACTIVE ASSOCIATE BROKER	\$250
<input type="checkbox"/>	INACTIVE SALESMAN	\$250
<input type="checkbox"/>	CORPORATION	\$250
<input type="checkbox"/>	BRANCH OFFICE	\$200
<input type="checkbox"/>	PARTNERSHIP	\$250
<input type="checkbox"/>	LIMITED LIABILITY COMPANY	\$250
<input type="checkbox"/>	LATE FEE	\$ 75

****ALL LICENSEES MUST COMPLETE****

PART I: PRINT NAME: _____
LAST FIRST M.I.

RESIDENCE MAILING ADDRESS:

STREET/BOX CITY STATE ZIP

HOME PHONE: ____-____-____ **RELIABLE E-MAIL ADDRESS:** _____

FIRM STREET ADDRESS:

STREET CITY STATE ZIP

FIRM MAILING ADDRESS:

STREET/BOX CITY STATE ZIP

MAIN OFFICE PHONE: ____-____-____ FAX: ____-____-____

BRANCH OFFICE PHONE: ____-____-____ FAX: ____-____-____

WEBSITE: _____ E-MAIL: _____

YES **NO** Have you been convicted or pleaded nolo contendere to a felony or are any such charges pending at this time?

YES **NO** Have you ever surrendered a license in lieu of disciplinary action or had a professional license disciplined, suspended or revoked, or are such charges pending at this time?

YES **NO** Do you have a professional license in any licensing jurisdiction that is currently involved in any complaint/investigation/hearing proceedings?

(If you answered yes to any of the above, please attach an explanation and documentation.)

Please list the state(s) in which you hold a real estate license: **NONE**

State: _____ State: _____

ACTIVE NONRESIDENT LICENSEE MUST ATTACH A COPY OF CURRENT HOME STATE LICENSE.
ACTIVE LICENSEES MUST ATTACH PROOF OF ERRORS AND OMISSIONS INSURANCE (\$100,000/\$500,000)

I, the undersigned licensee, do hereby certify that the information contained in this application and the supporting attachments are true and correct to the best of my knowledge.

Signature of Licensee _____ Date _____

PART II: RENEWING RESPONSIBLE BROKERS/FIRMS MUST COMPLETE THIS SECTION

(Associate Brokers and Salesmen do not complete this section.)

FIRM NAME _____

NAME OF WYOMING TRUST ACCOUNT(S) ACCOUNT NUMBER(S) BANK/TITLE CO. ADDRESS

NAMES OF PEOPLE AUTHORIZED TO SIGN CHECKS: _____

Do you understand that any money received by you on behalf of another must be deposited in your trust account within one (1) banking day? Yes No

Main Office: Phone No. ____--____--____ Fax No. ____--____--____

Branch Office: Phone No. ____--____--____ Fax No. ____--____--____

E-MAIL Add. _____ Website _____

Signature of Responsible Broker _____ Date _____

PART III: COMPLETE THIS SECTION IF YOU ARE RENEWING A CORPORATION, LLC, LLP, OR PARTNERSHIP

List names and titles of all officers/members: **(If officers/members have changed, submit official minutes indicating changes.)**

I certify that my real estate corporation/limited liability company/limited liability partnership is in good standing with the Wyoming Secretary of State.

Attach a copy of Corporation, LLC, LLP Detail from the Wyoming Secretary of State's website (<http://wyobiz.wy.gov>)

INSTRUCTIONS FOR OBTAINING "Detail of Good Standing" from the Wyoming Secretary of State's Website:

- Click on Name Search
- Type in name of corporation/LLC/LLP
- Click on "Search"
- Click on Filing No.
- Print detail

Responsible Broker _____ Date _____