Georgia Real Estate Commission
Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Fax: 404-656-6650
Email: grecmail@grec.state.ga.us

Real Estate Firm Renewal

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation is required, attach to the application and mail to the address above. Once the completed application, including all supporting documents, is received the application will be processed. An application that requires a background investigation may require additional time to process. Incomplete applications will be returned unprocessed and result in a $25.00 charge. License renewals can be done online at *www.grec.state.ga.us,* using a credit card for a reduced fee. If you successfully renew online, DO NOT COMPLETE THIS APPLICATION.

- ☐ Complete sections **A** through **D** of this application.
- ☐ Include a **$125.00**, non-refundable, renewal fee in the form of a check or money order made payable to the Georgia Real Estate Commission.
- ☐ Attach any supporting documentation, *if required*, in Section **C.**
- ☐ For the Broker: Attach a **Lawful Presence Verification** form and a Secure and Verifiable document, as detailed on our website. (If not already on file with GREC).

Section A — Firm Information

Firm Name: _____ **License Number:** _____

Company Type: _____ Renewal Due Date: _____ **Renewal Fee $ 125.00**

Email: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Phone Number: _____ Fax Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Alternate Phone Number: _____

FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	Codes	INV	LIC#

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Section B — Escrow / Trust Account Information

(1) Does your firm maintain a designated escrow / trust deposit account? ◯ YES ◯ NO

(2) Does your firm accept escrow / trust or security deposit funds? ◯ YES ◯ NO
If No, proceed to # 4

(3) Provide the following information for each account held. Include only account information for the firm being renewed. Attach additional pages if necessary.

Institution	Account Number	Cash Balance	Date

(4) ESCROW / TRUST ACCOUNT WAIVER

I, the undersigned broker, do hereby certify that (1) this firm has no plans to hold trust funds in any real estate brokerage transaction and (2) if this firm does become the custodian of any escrow / trust funds in a real estate brokerage transaction, I shall see that the required escrow / trust account is opened within one business day of the receipt of such funds and immediately notify the Georgia Real Estate Commission.

Broker Signature _____ Date _____

(5) Indicate the type(s) of activity performed by by the firm.

Residential Sales	◯ YES	◯ NO	Community Association Manager	◯ YES	◯ NO
Commercial Sales	◯ YES	◯ NO	Property Manager	◯ YES	◯ NO
Exchanges	◯ YES	◯ NO	Other	◯ YES	◯ NO

(6) Does your firm have a trust / escrow journal for each of the firm's trust accounts? ◯ YES ◯ NO

(7) Does your firm manage rental property for others? ◯ YES ◯ NO

(8) Does your firm collect rents? ◯ YES ◯ NO

(9) Does your firm collect assessments? ◯ YES ◯ NO

(10) Does your firm hold security deposits for tenants? ◯ YES ◯ NO

(11) Do you or any of the firm's licensed affiliates own rental properties? ◯ YES ◯ NO

(12) Do you or any of the firm's licensed affiliates who own rental properties collect security deposits? ◯ YES ◯ NO

(13) Does the qualifying broker permit any of the firm's licensed affiliates to manage their rental properties outside of the firm and to maintain their own escrow / trust account(s)? ◯ YES ◯ NO

(14) If yes to question 13, enter escrow / trust activity for the firm's licensed affiliates:
Attach additional pages if necessary:

Institution	Account Number	Type Escrow /Trust Fund(s)	Cash Balance	Date

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Section C — Background Information

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

(1) In Georgia, or any other state, jurisdiction, or country, has the Broker or Qualifying Broker, any owner, member, officer, director or stockholder of this Firm ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

◯ **YES** ◯ **NO**

You must answer YES to this question even if:

(a) you have been pardoned for the criminal offense;
(b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
(c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For ***every*** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction ***AND*** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.

(B) For ***every*** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:

1) an explanation of the circumstances surrounding every conviction
2) whether you have made any required restitution
3) whether you have completed all conditions of your sentence
4) whether you are on parole or probation *(and the date it will end)*

(2) Has the Broker or Qualifying Broker, any owner, member, officer, director or stockholder of this Firm ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

◯ **YES** ◯ **NO**

(3) Has the Broker or Qualifying Broker, any owner, member, officer, director or stockholder of this Firm ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

◯ **YES** ◯ **NO**

If you answered "YES" to question (3), you must include the following documents with this application, UNLESS you have already submitted them to this agency:

(A) For ***every*** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.

(B) Provide a **detailed written statement** that includes:

1) an explanation of the circumstances surrounding the disciplinary action
2) whether you have made any required payment
3) whether you have completed all conditions of your disciplinary action
4) whether your license is currently suspended or revoked

Section D — Certification

I hereby agree that, by law, if applying for Partnership, Limited Liability Company, or Corporation, the qualifying broker is a partner (if partnership), a member or the manager (if LLC), or an officer (if a corporation). In addition, I agree that the qualifying broker, as required by law, is authorized by the firm to bind it to any settlement of a contested case before the Commission as defined in Chapter 13 of Title 50, the "Georgia Administrative Procedure," in which the firm may be named Respondent.

I hereby authorize the Commission to examine any of the firm's real estate escrow / trust accounts at such times as it may direct and certify that I have signatory powers on all of the firm's real estate escrow / trust accounts.

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Broker Signature: _____ Date: _____

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