



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

Salesperson, Associate Broker, Broker, CAM Reinstatement (missed 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 are required, attach to the application and mail to the address above. Once the completed application, including any required attachments, is received it will be processed. An application that requires a background investigation may require considerable additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge. **If your renewal date was within the past 12 months, you can reinstate your license, at a reduced fee, by using Online Services at www.grec.state.ga.us**

- Attach a notarized **Lawful Presence Verification** form and a Secure and Verifiable Document as detailed on our web site. (If not already on file with GREC).
- Include the non-refundable, reinstatement fee made payable to the Georgia Real Estate Commission.
- Complete sections **A** through **E** of this application.
- Attach any supporting documentation, *if required*, in Section **D**.

Section A Licensee Information

Full Name:	<input type="text"/>	License Number:	<input type="text"/>
Email:	<input type="text"/>	License Type:	<input type="text"/>

Residence Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
County:	<input type="text"/>	Phone Number:	<input type="text"/>

Mailing Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code:	<input type="text"/>
County:	<input type="text"/>	Alt Phone #	<input type="text"/>
		Fax:	<input type="text"/>

FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	Codes	Educ	INV	LIC#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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I am requesting:

Active Status

Inactive Status

To obtain an **ACTIVE** license all salespersons, associate brokers, or community association managers must affiliate with a resident or non-resident broker who is licensed by the Georgia Real Estate Commission. The broker must complete this section.

I request that the license of the above named licensee be issued as an affiliate of this firm, and I certify that the licensee has entered into the agreement required by Substantive Regulation 520-1-.07(5).

Firm Name:

Firm License #

GA Broker
Signature:

Date:

Section B

Education Requirements

Indicate below that you have completed the required continuing education courses. You can view the Continuing Education Credits posted to your record by using Online Services at www.grec.state.ga.us.

2 years or less from the date of lapsing:

Inactive Status - No continuing education courses required.

Active Status - Requires completion of the continuing education which would have been required if such license was on Active status.

Between 2 and 5 years from the date of lapsing:

Requires completion of the appropriate pre-license course within one year prior to submitting this application. (As an alternative, you may also reinstate by passing the appropriate state qualifying exam. For details, see the Candidate Handbook at www.goamp.com.)

More than 5 years from the date of lapsing:

Requires qualifying as an original applicant. *Do not continue with this application.* For details on taking the state exam, see the Candidate Handbook at www.goamp.com. If you are licensed in another state, you may qualify to be licensed by reciprocity. See www.grec.state.ga.us for details.

Section C

Fee

To calculate the fee due, complete the worksheet below.

Enter Date of this Application

(mm)

(yyyy)

Enter the Missed Renewal Date

(mm)

(yyyy)

If it is within 4 months of your missed renewal date, your reinstatement fee is \$ 225

\$

OR

If it has been more than 4 months since you missed your renewal, your reinstatement fee will be \$ 225 plus \$25 for EACH month after this period.

\$



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Section D

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, have you 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) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES NO

(3) Have you 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 E

Certification

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

I understand that after a review of this application and accompanying documents, the Georgia Real Estate Commission and Appraisers Board may require me to provide additional information in order to process the application.

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

Applicant Signature: _____

Date: _____