



**Broker/Associate Broker \$150.00**  
**Salesperson \$75.00**  
**PAPER PROCESSING FEE \$35.00**  
**or**  
**ONLINE PROCESSING FEE \$3.00**

**West Virginia Real Estate Commission**  
**300 Capitol Street, Suite 400**  
**Charleston, WV 25301**  
**304.558.3555**  
**rec.wv.gov**

## Paper Renewal Form

Application is hereby made under the provision of WV Code §30-40 for renewal of my license.

### I. APPLICANT INFORMATION

Applicant's Name \_\_\_\_\_ License #: \_\_\_\_\_  
Email \_\_\_\_\_ Phone # \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
(Street/PO Box) (City) (State) (ZIP Code)

### II. RENEWAL INFORMATION

- I am renewing as a: SALESPERSON ASSOCIATE BROKER BROKER
- My license should be renewed as: Active (Attach a copy of CE) Inactive (Skip question #4; no broker signature needed)
- Are you now or have you been, within the past 12 months: (1) a party to any civil suit or proceeding arising out of any transaction involving real property, other than actions for eviction or for the collection of back rent, or, (2) a party to any criminal proceeding other than a misdemeanor traffic violation? Yes No

If yes, and you have not previously notified the Real Estate Commission, attach complete details, including original court documents.

4. Company Name: \_\_\_\_\_ Company ID Number: \_\_\_\_\_  
Broker's Name: \_\_\_\_\_  
Broker Signature \_\_\_\_\_

5. I affirm & certify that all the information & answers to questions herein are complete, true and correct to the best of my knowledge.

\_\_\_\_\_  
Licensee Signature

**You may not conduct real estate business after June 30, unless your license has been properly renewed on active status prior to that date.**

FEE SCHEDULE: If paid by June 30.

PROCESSING FEE: Must choose one.

ADDITIONAL FEES: If paid after June 30.

Broker \$150  
Associate Broker \$150  
Branch Office \$150  
Salesperson \$75

Online \$3  
Paper \$35

Late Renewal Fee \$50 If postmarked 7/1 - 8/31  
Reinstatement Fee \$75 If postmarked 9/1 - 10/30  
\$100 If postmarked 11/1 - 12/31