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**TITLE 174
LEGISLATIVE RULE
REAL ESTATE COMMISSION**

**SERIES 2
SCHEDULE OF FEES**

§174-2-1. General.

- 1.1. Scope. -- This legislative rule establishes the fees to be charged by the Commission.
- 1.2. Authority. -- W. Va. Code § 30-40-8.
- 1.3. Filing Date. -- April 10, 2024.
- 1.4. Effective Date. -- April 10, 2024.
- 1.5. Sunset provision. -- This rule shall terminate and have no further force or effect on August 1, 2029.

§174-2-2. Schedule of fees.

- 2.1. Salesperson/Broker license application fee: \$25.00.
- 2.2. Examination fees: Up to \$150.00 for each examination taken, which, in the event of a third-party examination provider, shall not exceed the negotiated fee agreed to by the examination provider.
- 2.3. Licensure fees:
 - 2.3.1. broker or associate broker license fee: \$150.00 for the initial and any subsequent license;
 - 2.3.2. salesperson license fee: \$ 75:00 for the initial and any subsequent license; and
 - 2.3.3. branch office license fee: \$150.00.
- 2.4. Annual license renewal fees:
 - 2.4.1. broker / associate broker fee: \$150.00;
 - 2.4.2. salesperson fee: \$75.00; and
 - 2.4.3. branch office fee: \$150.00.
- 2.5. Late renewal fees in addition to the required license renewal fee:
 - 2.5.1. For each license renewal paid or postmarked from July 1 through August 31 after the renewal fee was due: \$50.00;

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2.5.2. For each license renewal paid or postmarked from September 1 through October 31 after the renewal fee was due: \$75.00;

2.5.3. For each license renewal paid or postmarked from November 1 through December 31 after the renewal fee was due: \$100.00.

2.5.4. Licenses not renewed on or before December 31 after the renewal fee was due cannot be renewed.

2.6. Change of employing broker fee: \$20.00.

2.7. Duplicate license fee: \$5.00.

2.8. Certification of licensure fee: \$20.00.

2.9. Change of company name fee - \$10.00 for each license changed.

2.10. Change of office address fee: \$20.00.

2.11. Pre-license education approval fees:

2.11.1. Provider: \$75.00 initial approval fee and \$50.00 annual renewal fee thereafter.

2.11.2. Course: \$150 initial approval fee and \$100.00 annual renewal fee thereafter.

2.11.3. Instructor: \$75.00 initial approval fee and \$50.00 annual renewal fee thereafter.

2.12. Continuing education approval fees:

2.12.1. Provider: \$50.00 initial approval fee and \$35.00 annual renewal fee thereafter.

2.12.2. Course: \$75.00 initial approval fee and \$50.00 annual renewal fee thereafter.

2.12.3. Instructor: \$50.00 initial approval fee and \$35.00 annual renewal fee thereafter.

2.13. Roster of active licensees: All counties - \$100.00; \$5.00 per county.

2.14. Returned check fee: \$25.00 or the actual charge incurred by the Commission, whichever is greater.

2.15. Copies of public records fee: \$1.00 per page only if the total charge equals or exceeds \$5.00.

2.16. Transaction fee.

2.16.1. For transactions available on-line via the Commission's website, a transaction fee will be added equal to the amount charged by the transaction processing entity. Paper processing of requests for transactions which are available on-line will be charged a \$10.00 processing fee; and

2.16.2. Until such time as the Commission notifies its licensees via website or otherwise that licenses are to be renewed online, there will be no processing fee. After the commencement of on-line

renewals, the Commission may continue to accept paper renewals, for which the licensee shall pay a \$35.00 processing fee in addition to all other renewal fees.

§174-2-3. Insufficient funds.

3.1. Funds tendered to the Commission for any fee set forth in this rule which remains unpaid due to insufficient funds or for other reason shall nullify the transaction for which the fee remains unpaid. The Commission will afford the payee a reasonable opportunity to pay the fee. If the non-payment is the result of a returned check, only a certified check, money order or credit card charge will be accepted to cure the non-payment. The Commission may require payment of any actual charges or expenses incurred by the Commission prior to lifting the nullification of the transaction. The Commission may also take appropriate collection action and may require the payee to pay the charges of such action.

§174-2-4. Fees Not Refundable.

4.1. All fees are non-refundable and will not be pro-rated.

§174-2-5. Effect of Non-Compliance.

5.1. Failure to pay any of the fees required under this legislative rule is just cause for refusal to issue or renew a license or the Commission may initiate disciplinary proceedings for violation of this rule.