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RE: License Renewal Deadlines - Reactivating an Expired License

Dear Designated Broker,

You are receiving this letter because you are actively licensed as a Designated Broker (DB). Following are some reminders about late license renewals.

The deadline to renew a real estate license is **5:00 p.m. Mountain (Boise) Time** on the last day of the renewal period, unless the last day falls on a weekend or holiday (Idaho Code 54-2018(2)). In that case, the deadline to renew is 5:00 p.m. Mountain (Boise) Time on the first business day after the weekend or holiday. If not renewed on time, the license **expires**, and a \$25 late renewal fee automatically applies (Idaho Code 54-2018(3), 54-2020(3) and Rule 105). If the licensee is on "active" status at the time of expiration, the system will also ask a series of questions about real estate activity. These questions must be answered truthfully, and a civil penalty fine **may** also be assessed for practicing on an expired license (Rule 105).

If you as the DB allow your individual license to expire, and you operate as a sole proprietorship, your brokerage immediately **terminates** when your license expires. That has the effect of inactivating all the sales associates in your brokerage. If your brokerage is a licensed business entity such as a corporation or LLC, the entity has 10 business days in which to name a designated broker (including adding you back to the company) (Idaho Code 54-2039(3)). The licensing system will assign "Interim Broker" to be the DB of your licensed entity during this time period. If no DB is named within 10 business days, including reactivating your own DB license, the entity license will terminate and all sales associates will be placed on inactive status.

Expired licenses can only be renewed on "inactive" status. After an expired license is renewed, the DB can reactivate a sales associate by adding him back to the company through the online services. **However, a DB cannot reactivate himself online.** You must contact the Commission office for assistance. DBs who allow their licenses to expire must also show proof of completing Business Conduct and Office Operations (BCOO) or Idaho Brokerage Management within the previous three years in order to reactivate as a DB (Idaho Code 54-2016(1)(b) and (2)(c)).

We hope this information will be helpful to you. Please let us know if you have any questions.

Sincerely,

Andy Enrico, Chair  
Idaho Real Estate Commission