



# LATE LICENSE RENEWAL OR REACTIVATION

(208) 334-3285 Idaho Real Estate Commission Toll-free in Idaho  
(208) 334-2050 FAX P.O. Box 83720 (866) 447-5411  
633 N. 4th Street  
Boise, ID 83720-0077  
Website: www.irec.idaho.gov

**IREC use only**  
License # \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Receipt # \_\_\_\_\_

**INSTRUCTIONS** -- Complete either A or B below. This form must be submitted with the renewal form for the Commission to accept a late license renewal (IDAPA 33.01.01.105). You do not need this form if you renew online.

Examples of real estate activity requiring an Idaho license include, but are not limited to: advertising yourself as a licensee; advertising any listings; taking "floor duty"; showing property; being a party to an active buyer or seller representation agreement; preparing contract documents on behalf of a client or customer; soliciting appointments for listing presentations; soliciting buyers or prospects; negotiating or presenting offers; or preparing information on listed properties for distribution to the public.

## A. No Real Estate Activity

I, (Name) \_\_\_\_\_, certify that I have not been involved in any real estate activities requiring a real estate license pursuant to Idaho Code 54-2004 and 54-2018(3), since the expiration/inactivation date of my license on (Date) \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OR**

## B. Real Estate Activity with an Expired or Inactive License

I (Name) \_\_\_\_\_ admit the following:

1. My license expired/was inactivated on (Date) \_\_\_\_\_.
2. I engaged in real estate activities requiring an Idaho real estate license after my license expired/was inactivated, in violation of Idaho Code 54-2018(3) or (4).
3. I agree to pay a civil penalty fine of \$10.00 per day from the date of license expiration/inactivation through the date of renewal/reactivation.
4. Number of days license was expired/inactive \_\_\_\_\_ X \$10.00 (\$20.00 for designated broker) per day = \$ \_\_\_\_\_ (not to exceed 365 days or \$5,000 total.) **Licenses expired for one (1) year or more cannot be renewed.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*NOTICE: The Idaho Real Estate Commission (IREC) will refund overpayments of less than \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded. There will be a \$20 fee assessed for each check returned to IREC for insufficient funds.*

## DEMAND FOR FORMAL ACTION

I do not admit to the violation and/or do not agree to pay the proposed civil penalty. I understand that Commission Staff will seek to establish the violation at a formal hearing, and if Staff proves the violation, I may be subject to increased penalties and/or ordered to pay the Commission's costs and attorney's fees.

Signature \_\_\_\_\_

Date \_\_\_\_\_