

You may now pay this fee Online!



Beginning June 5, 2024, this new payment option will be available for Division of Real Estate licensure related fees.

Applicants and licensees may submit one-time payments online in place of sending a check or money order.

To pay online, please visit <https://idfpr.illinois.gov/epay.html>.

Once paid, complete the Payment Method section below and email your application, supporting documents, and this page to fpr.realestate@illinois.gov.

Access the
ePay site via
QR Code here



Important: Please complete the "Payment Method" section below for each application to ensure proper handling:

Payment Method

___ Online – Paid Online at: <https://idfpr.illinois.gov/epay.html> in the amount of _____. Approved # _____

___ Check/Money Order. Check# _____

Application Type: "Renewal"



2025 COMMUNITY ASSOCIATION MANAGEMENT FIRM RENEWAL APPLICATION INSTRUCTIONS

1. Complete and print page 2 of this document and mail or email the completed application to the Department at the address below.

License renewal fee on or before:	08/31/2025	\$650.00
License renewal fee on or after:	09/01/2025	\$850.00

2. Payment may be submitted electronically (see ePay cover page), or submitted in the form of a check or money order made payable to **IDFPR**. **Cash will NOT be accepted. FEES ARE NON-REFUNDABLE.** After reading the following instructions, if you have any questions please contact us at: fpr.realestate@illinois.gov.
3. If a legal name change or an assumed name change is indicated for a corporation, limited liability company, or limited partnership, amended articles must be submitted.
 - a. If a name change is indicated for a partnership, a notarized statement must be submitted.
 - b. Submit a copy of the assumed name certificate, if applicable.
4. You are required to answer all questions on the renewal application.
5. If the firm is changing the Designated CAM with this renewal, a Change of Designated CAM form and fee payment must be submitted to the Department. The form can be found on the Department's website: <https://idfpr.illinois.gov/profs/cam.html>
6. The Designated CAM must sign and date the renewal application.
7. Please send the completed application and fee payment (or proof of electronic payment) to:

Division of Real Estate - Licensing Unit
320 W Washington St, 3rd Floor
Springfield IL 62786
FPR.RealEstate@illinois.gov

Check out our WEBSITE www.idfpr.illinois.gov –For pertinent information regarding IDFPR updates

Practicing as Community Association Management Firm after the expiration of your license shall constitute unlicensed practice which could result in civil penalties and discipline of your license.

**IDFPR**Illinois Department of
Financial and Professional Regulation

Division of Real Estate

**2025 COMMUNITY ASSOCIATION MANAGEMENT FIRM
RENEWAL APPLICATION**

LICENSE NO.: 291.

NAME:

ADDRESS:

ADDRESS LINE 2:

CITY, STATE, ZIP:

☐

CHECK HERE IF CHANGE OF LEGAL NAME, ASSUMED NAME, AND/OR ADDRESS

ALL QUESTIONS MUST BE ANSWERED:**YES NO**

Is there a previously unreported change of the designated CAM for this firm? If yes, please complete a Change of Designated CAM Form and fee payment to the Department.

Are you a business owner or an employer and delinquent on workers' compensation obligations as determined by the Illinois Workers' Compensation Commission or the Department of Insurance? If yes, submit a statement concerning any agreement reached and an official document from the Illinois Workers Compensation Commission or the Illinois Department of Insurance relating to your agreement.

Are you delinquent on State taxes? If yes, submit a statement concerning any payment agreement and an official document from the Illinois Department of Revenue relating to your agreement.

ATTESTATION AND SIGNATURE:

I understand that if I provide false/fraudulent information, I could lose my license, be fined up to \$10,000, or have other penalties assessed. I declare that I have examined this form, and to the best of my knowledge, all statements are true, correct, and accurate. My signature authorizes the Illinois Department of Financial and Professional Regulation to conduct criminal background investigations.

Printed Name _____

E-mail address _____

Signature _____ Date: _____