

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"

**ILLINOIS DEPARTMENT OF FINANCIAL AND
PROFESSIONAL REGULATION**

DIVISION OF REAL ESTATE

PO Box 7570

SPRINGFIELD, IL 62791-7570

FPR.RealEstate@illinois.gov

2025 REAL ESTATE MANAGING BROKER LICENSE RENEWAL APPLICATION

This form is to renew a current managing broker license. If your license is expired, and has been expired for less than 2 years, please contact us for the correct form

PLEASE READ THE INSTRUCTIONS BELOW BEFORE COMPLETING THIS FORM

1. Complete and print page 2 of this document and submit it to the Department with correct fee to the above address.

Renewal fee on or before: **4/30/2025 \$250.00**

Renewal fee on or after: **5/1/2025 \$325.00 (includes \$75 late fee)**

2. Payment may be submitted electronically (see ePay cover sheet), or in the form of a check or money order made payable to *IDFPR*. **FEES ARE NON-REFUNDABLE**. If you have any questions after reading the instructions below please email us at FPR.RealEstate@illinois.gov.
3. Please make any name and/or address changes for your license in the area provided. **A P.O. Box must be accompanied by a street address**. CHANGE OF NAME MUST BE ACCOMPANIED BY DOCUMENTARY PROOF (ie., certified or photocopy of a marriage certificate, divorce decree, or court order). **A COPY OF YOUR SOCIAL SECURITY CARD OR DRIVERS LICENSE WILL NOT BE ACCEPTED**.
4. To renew to an active license status, your license must be actively sponsored. If you are changing sponsors, or are not sponsored and wish to become sponsored with this renewal you must submit a [SPONSOR CARD](#). **This requires a \$35 fee in addition to the renewal fee**. If you wish to renew your license without a sponsor, please check the relevant box on page 2. Doing so will place your license in Inactive status upon renewal.
5. **Continuing Education Requirements:**
24 Hours of CE:
 - A 4-hour Core course,
 - A minimum of 8 hours of Elective courses, including a 1-hour Sexual Harassment Prevention Training, and
 - The 12-hour Broker Management CE Course

Do not submit CE documentation with this application. Retain all of your original CE certificates of completion.

CE Exemptions: Licensees who have served in the armed services of the United States during the pre-renewal period, and Illinois licensed attorneys who hold a current ARDC card (a copy of the card must be provided with this form).

6. This form must be signed by the applicant. The designated managing broker only needs to sign this form if you are changing/adding a sponsoring broker with this renewal.

*****Check out our WEB SITE: <https://idfpr.illinois.gov/profs/realest.html> for information regarding IDFPR updates *** Please Note: Practice of real estate after the expiration of your license shall constitute unlicensed practice which may result in civil/criminal penalties and discipline of your license.**

2025 REAL ESTATE MANAGING BROKER LICENSE RENEWAL APPLICATION

LICENSE NO.:	SPONSOR LICENSE NO.:
NAME:	SPONSOR NAME:
ADDRESS:	<input type="checkbox"/> CHECK HERE IF CHANGE OF SPONSOR (Include \$35 fee)
ADDRESS LINE 2:	DESIGNATED MANAGING BROKER NAME:
CITY, STATE, ZIP:	DESIGNATED MANAGING BROKER LICENSE NO.:
<input type="checkbox"/> CHECK HERE IF CHANGE OF ADDRESS	

ALL QUESTIONS MUST BE ANSWERED – Incomplete applications will be returned.

YES NO

- Are you delinquent on State taxes or child support payments? If yes, submit a statement concerning any payment agreement and an official document from the Illinois Department of Revenue or the Illinois Department of Healthcare and Family Services relating to your agreement.
- 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.

CONTINUING EDUCATION REQUIREMENTS- (CHECK ONE ONLY).

- I have fully complied with the CE requirements for this renewal period. (CE must be taken prior to submission of this application)
DO NOT SUBMIT CE CERTIFICATES OF COMPLETION WITH THIS RENEWAL.
- I am exempt from the CE requirements in accordance with the Real Estate License Act of 2000.

I understand that if I provide false/fraudulent information, I could lose my license, be fined up to \$25,000 or have other penalties assessed. Therefore, I declare that I have examined this form, and to the best of my knowledge, all statements are true, correct, and accurate. In addition, my signature authorizes the Illinois Department of Financial and Professional Regulation to conduct criminal background investigations. I also certify that the sponsoring broker indicated above (or indicated on a completed Sponsor Card if changing sponsors) is my sponsoring broker.

Printed Name _____ E-mail address _____

Your Signature _____

Social Security Number (last 4 digits) _____
(Disclosure of applicant's Social Security Number is mandatory pursuant to 42 U.S.C. 666(a)(13) and 5 ILCS 100/10-65(c) for use under the State's child support enforcement program.)

Designated Managing Broker Signature* _____
*Required only if changing sponsoring broker on a Sponsor Card.

Designated Managing Broker License # _____

I wish to Renew without a Sponsoring Broker (all CE requirements must be met and the license will be Inactive)