

You may now pay this fee Online!



Beginning June 5, 2024, ePay is now 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: "Non Exam"



Residential Leasing Agent Permit Application

Application Instructions:

1. Before completing the application package, read each step. This will aid you in accurately completing your application and eliminate any delay in processing.
2. Applicant **must be at least 18 years of age** to apply for a Residential Leasing Agent permit.
3. Application must be submitted within 24 hours of employment.
4. If you have been a Residential Leasing Agent permit holder in the past, you may **not** apply for a new permit. You may only hold the permit once.
5. The Residential Leasing Agent Permit will expire **120 days after** issuance.

Residential Leasing Agent Permit Requirements:

- A \$50.00 permit application fee required with this application. See ePay cover page for electronic payment instructions.
- A permit holder may only be sponsored by one sponsoring broker/firm during the 120 day period.
- Applicant must have successfully completed a 4 year course of study in a high school or secondary school or an equivalent course of study approved by the Illinois State Board of Education (e.g., GED).
- Applicants at the time of application, or within a period of 60 days, must be enrolled in a leasing agent course of instruction approved by the IDFPR's Division of Real Estate.
- A permit holder is required to comply with all provisions of the Real Estate License Act and will be subject to the same standards of practice and disciplinary provisions as a leasing agent licensee.
- The signature of the designated managing broker is required. The designated managing broker is responsible for the activities and actions of the Residential Leasing agent permit holder as if the permit holder was a Residential Leasing Agent licensee.



RESIDENTIAL LEASING AGENT PERMIT/APPLICATION
ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Division of Real Estate
PO Box 7570
Springfield, Illinois 62791-7570
fpr.realestate@illinois.gov

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RESIDENTIAL LEASING AGENT PERMIT/APPLICATION

RESIDENTIAL LEASING AGENT INFORMATION (Note: Must be submitted within 24 hours of employment)

NAME

SOC SEC NO.

MAILING ADDRESS

CITY, COUNTY, STATE, ZIP CODE

DATE OF BIRTH

TELEPHONE NO.

EMAIL ADDRESS:

SPONSOR/FIRM INFORMATION

SPONSOR NAME

LICENSE NO.

D/B/A (IF APPLICABLE)

MAILING ADDRESS

CITY, STATE, ZIP CODE

I/We certify that the Residential Leasing Agent Permit Applicant is at least 18 years of age, has not previously held a Residential Leasing Agent permit or a Residential Leasing Agent license, and has obtained a high school diploma or an equivalent course of study (i.e., GED). I/We further certify that the Residential Leasing Agent Permit Holder shall be subject to the standards of practice and disciplinary provisions of a Residential Leasing Agent licensee, and the Designated Managing Broker shall be responsible for the activities and actions of the Residential Leasing Agent Permit Holder as if the Residential Leasing Agent Permit Holder was a Residential Leasing Agent licensee.

Residential Leasing Agent Permit Holder Signature

Designated Managing Broker Signature

Date

Designated Managing Broker License No.

\$50 Fee Payable to the Illinois Department of Financial and Professional Regulation is required with this Form.