

**New Hampshire Real Estate Commission**  
 121 South Fruit Street  
 Concord, NH 03301-2412  
 (603) 271-2219 Fax # (603) 271-7928

<https://www.oplc.nh.gov/real-estate-commission/index.htm>

Expiration Date	
License #	Date Processed
License Dates	Form#
Broker Ref. #	Work Location Ref. #
Check #	Amount



SALES  
PERSON  
RENEWAL

## SALESPERSON RENEWAL FORM

### RENEWAL FEE \$90.00

Renewal is permitted up to 6 months after expiration with an additional \$60.00 late penalty fee. (Please note: During the 6 month late renewal period after expiration date, you are not permitted to practice real estate.)

**Make checks payable to: TREASURER, STATE OF NEW HAMPSHIRE**

PRINT OR TYPE. All questions must be answered in full. Do not leave any section of application blank, except where instructed to do so.

MR  MRS  MS

Applicant's Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Resident Physical Address: \_\_\_\_\_

Resident Mailing Address: \_\_\_\_\_

Resident Tel./Cell #: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

Which of the following is applicable?

### License status:

**Inactive** (Submit 3 hour approved "core" continuing education affidavit and answer questions 2-6)

**Active** (Submit 3 hour approved "core" and 12 hours approved "elective" continuing education affidavits and answer questions 1-7)

**CONTINUING EDUCATION:** Lists of approved core and elective courses may be found on the Commission web site at <https://www.oplc.nh.gov/real-estate-commission/education.htm>. Should you wish to have copies faxed or mailed to you, please contact the Commission at 603-271-2219. All courses must be completed within your 2 year renewal period.

1. The principal broker with whom you are employed or under contract with as a real estate salesperson? \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Physical Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Tel. #: \_\_\_\_\_ Business Fax #: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

**NOTE: IF ANY OF THE ABOVE INFORMATION HAS CHANGED SINCE YOUR LAST RENEWAL AND YOU HAVEN'T YET FILED A FORM 5-RE (AMENDMENT NOTIFICATION FORM) WITH THIS OFFICE, YOU WILL NEED TO DO SO BEFORE WE CAN PROCESS THIS RENEWAL REQUEST.**

**ALL OF THE FOLLOWING QUESTIONS MUST BE ANSWERED WITH A YES OR NO ANSWER.**

- 2. Have you, since your last original or renewal application, been through bankruptcy or insolvency or made a compromise with your creditors? \_\_\_\_ If "yes", please attach a letter of explanation including amount and name of court or lien holder.
- 3. Are there any undischarged court judgments or liens against you at this time? \_\_\_\_ If "yes", attach a letter of explanation, including the amount and name of court or lien holder.
- 4. Have you, since your last original or renewal application, been convicted of a felony or misdemeanor offense that has not been annulled by a court? \_\_\_\_ If "yes", contact the Commission at 603-271-2219 for an Arrest and Conviction Form or obtain the form from the Commission web site at <https://www.oplc.nh.gov/real-estate-commission/forms.htm>.
- 5. Have you, since your last original or renewal application, been or currently involved in any matters which may affect your good repute or trustworthiness or have any relation to or bearing upon whether you are entitled to public confidence? \_\_\_\_ If "yes", attach a letter of explanation giving full details.
- 6. Have any licenses, which you have held to sell real estate been subject to disciplinary action in any state since your last original or renewal application? \_\_\_\_ If "yes", attach a letter of explanation disclosing which jurisdiction(s), details of offense(s) and details of disciplinary action(s).
- 7. Do you understand that your salesperson's license permits you to work only for the principal broker named on your license? \_\_\_\_

**IF YOU ANSWERED "YES" TO QUESTIONS 2, 3, 4, 5 OR 6, THE REQUIRED INFORMATION MUST BE ATTACHED OR YOUR RENEWAL WILL NOT BE PROCESSED.**

**RSA 331-A makes the following provisions: (A yes or no answer is required below)**

- (a) When you change your employment as a real estate salesperson from one licensed principal broker to another the broker must promptly notify the Real Estate Commission by completing an "Amendment Form" and submitting it together with your wall certificate, pocket id card and \$20.00 fee.
- (b) If your employment as a salesperson under a licensed principal broker is terminated, your license will lapse unless you obtain employment by a broker within two (2) years or request in writing to place your license in an inactive status.
- (c) Salesperson's license shall be mailed to the principal broker, or in the case of a branch office, the managing broker.
- (d) Your license will expire two years from date of expiration and failure to renew such license will automatically cause your license to expire. If your license expires, you may reinstate your license up to six (6) months from the expiration date by submitting the required documents and renewal fee plus a late renewal penalty. If you fail to renew within this six-month period, your license will lapse and you will have to meet all the qualifications of a new candidate. However, the Commission may renew a lapsed license within a reasonable time from the date of lapse for good cause shown as required by RSA 331-A:18, II.
- (e) **Do you understand the above provisions of the law?** \_\_\_\_\_

\* \* \* \* \* **All Applicants Must Provide A Notarized Signature Below** \* \* \* \* \*

\_\_\_\_\_  
SIGNATURE OF APPLICANT

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC/JUSTICE OF THE PEACE

(NOTARY SEAL)

My commission expires: \_\_\_\_\_

# SALESPERSON AFFILIATION

Upon receipt of the license herein applied for, the following applicant: \_\_\_\_\_ will be employed by me or will otherwise be under contract with me to perform services as a real estate salesperson, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will notify the New Hampshire Real Estate Commission as required by RSA 331-A:17, IV, and Rea 404.02 within 5 days of termination and return his/her wall license and pocket id to the Commission.

To the best of my knowledge the applicant is of good moral character and is trustworthy and the information provided by the applicant on this application is true and accurate.

Principal Broker's Name: \_\_\_\_\_

Business/Firm Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Principal Broker License #: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL BROKER

State of \_\_\_\_\_

County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_\_

(NOTARY SEAL)

\_\_\_\_\_  
NOTARY PUBLIC/JUSTICE OF THE PEACE

My commission expires: \_\_\_\_\_

**Credit Card Sheets are not accepted via e-mail.**

**You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.**

Fax: 603-271-7928

**This page will be destroyed after the transaction has taken place.**

Transaction Type:		Amount Due:	
Card Type: (please select one) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <b>(required)</b>			
Card Number			<b>(required)</b>
Expiration Date:	Month:	Year:	<b>(required)</b>
Billing Name and Address (your billing address must match the address associated with the credit card you are using.)			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			