

REAL ESTATE

TRANSITION APPLICATION AND RENEWAL QUESTIONS & ANSWERS

Due to the substantial number of individuals transitioning or renewing a license, IDFPR recommends submission of your transition application or renewal as soon as possible. Here are links to the IDFPR's website for transition and renewal information:

<http://www.idfpr.com/DPR/RE/REALmain.asp>

<http://www.idfpr.com/faq/dpr/realestatefaqs.pdf>

<http://www.idfpr.com/DPR/RE/RETransition.asp>

1. Transition Applicants - What documents must be submitted to IDFPR by April 30, 2012 in order to continue practicing on or after May 1, 2012?

- A properly completed transition application, which includes the required fee and proof of completed transition education/examination, on or before April 30, 2012. **There are no extensions to this date.**
- Successful examination results in the form of an e-mail notice from the test vendor will be accepted. The applicant should submit the official transcripts when received.
- Licensees with transition applications postmarked after April 30, 2012, will not be eligible to transition.

2. Broker Renewal Applicants – What documents must be submitted to IDFPR by April 30, 2012 in order to continue practicing on or after May 1, 2012?

- A properly completed renewal application, which includes the required fee and certification of completion of the continuing education requirement.

3. If I did not submit a transition application or renew by April 30, 2012, what will I need to do if I want to practice on or after May 1, 2012?

- Salespersons, who have failed to complete the transition education/examination and failed to submit a properly completed transition application to IDFPR on or before April 30, 2012, **will be required to complete all pre-license requirements and successfully pass the State of Illinois license examination.**
- Self Sponsored Brokers, who do not transition to Managing Broker or renew by April 30, 2012, will need to complete their continuing education requirement; submit a

properly completed renewal application with the required fee; and a 45-day permit sponsor card, naming a new Sponsoring Broker.

- Brokers, who are not managing or self-sponsored and who do not renew by April 30, 2012, will need to complete their continuing education requirement and submit a properly completed renewal application with the required fee.

4. What will appear on the “License Look Up” webpage on the IDPFR website on May 1, 2012 for licensees who have not received their license?

- Any licensee whose license was “active” on April 30, 2012 will continue to show “active” until IDPFR takes the profession out of renewal.
- A license expiration date of **2014** for Brokers, or **2013** for Managing Brokers, indicates the licensee’s transition application and/or renewal has been processed and a license has been, or will be, generated in the near future.
- A license expiration date of **2012** indicates the transition application and/or renewal is in process, if it has been received.

5. What is the anticipated date IDPFR will take the real estate profession out of renewal?

- IDPFR will make every effort to take the profession out of renewal thirty days following the expiration of the Broker license.

6. What has IDPFR done to handle the large volume of Real Estate transition applications and renewals arriving in April?

- IDPFR has authorized overtime for staff, hired temporary employees and trained other licensing staff to process real estate applications and renewals.

7. If on or after May 1, 2012, I am a former sole proprietor, who is now sponsored by a Managing Broker and working out of my original sole proprietor office, when will I be required to have a branch license and signage on my office changed?

- Immediately. Note: You must use the signage AND advertising/website of the new Sponsoring Broker. Any self-sponsored broker that does not transition to managing broker must find a new sponsoring broker to continue to practice on May 1, 2012 and after.

8. I know my transition/renewal was deficient when it was mailed to the Department. When should I send the material(s) to complete the transition/renewal, upon receipt of the deficiency notice from IDFPR or when I receive materials (such as official transition course transcripts)?

- **As soon as they have the documents to correct the deficiency. The Department will attempt to process before a deficiency letter is mailed. Should the licensee receive a deficiency following submission of their documents, they need to carefully read the letter since additional deficiencies could exist.**