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/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 IDFPR 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 IDFPR will take the real estate profession out of renewal?**

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

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

   - IDFPR 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.