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State of Utah
Department of Commerce
Division of Real Estate

FRANCINE A. GIANI
Executive Director

JACOB HART
Deputy Director

JONATHAN C. STEWART
Real Estate Division Director

NOTICE OF REAL ESTATE LICENSE RENEWAL

LICENSE TYPE: Principal Broker **LICENSE EXPIRES** 08/31/2019

LICENSE #: 9999999-PB00 **LICENSE STATUS:** Active

CURRENT CONTINUING EDUCATION HOURS COMPLETED: 55.00

CURRENT HOLD ON LICENSE: No Current Hold

Name and Address on File:

DANIEL R NAYLOR
Street Address
City, State, ZIP

INSTRUCTIONS FOR ONLINE LICENSE RENEWAL

1. **Gather the following:** license number, social security number, driver's license number, and debit or credit card.
2. **Review current holds on this license, if applicable:** If you have a hold on your license (noted above) or your status is on probation, contact the Division of Real Estate at (801) 530-6747 to receive renewal instructions.
3. **All licensees must renew their license online.**
4. **Inactive licensees must renew their license online.** Inactive licensees do not need continuing education to renew their license.
5. **Continuing Education Hours:** All renewal requirements, including any applicable continuing education hours must be met as a prerequisite to renewal. Renewal requirements for your license are outlined in the online renewal process. **IF CE HOURS LISTED ABOVE HAVE ALREADY BEEN USED TOWARDS ACTIVATION, YOU MAY NOT USE THEM FOR THIS LICENSE RENEWAL.** Remember: New Sales Agents must complete the 12 hour New Agent Course prior to their first renewal. CE must be completed by the 15th of the month of the license expiration to ensure an on-time renewal. CE hours must be recorded in your individual RELMS account in order to complete license renewal. View your CE hours in your RELMS account.

(Instructions for renewal continued on second page)

6. A licensee cannot simultaneously inactivate and renew their license. Inactivation of an individual's license can take ten days or more to complete.

7. **Go to www.realestate.utah.gov** and select the “Real Estate” tab. Under Online Services select “Login to RELMS.” Once in RELMS select “Renew License.”
8. **Follow the online instructions.** At the end of the online process, you will be able to immediately print out a valid license certificate, which will include a receipt of payment.