



**Secretary of State  
Office of Professional Regulation**

**REAL ESTATE COMMISSION  
Renewal Instructions for Offices**

In order to renew you will need to:

1. Complete the Vermont online renewal application.
2. Pay the non-refundable renewal fee
3. Have an active Principal Broker/Broker in charge of the office.

**\*Important Notes for Renewal\***

If your first license was issued within 90 days of the first renewal expiration date, your license is valid until the next renewal date. Please check the expiration date printed on your license.

Three (3) courtesy renewal reminders are sent to the email on file starting approximately 6 weeks prior to the renewal expiration date (September 30<sup>th</sup> of even years). It is your responsibility to ensure your email address is up to date. You may update your email by logging in to [Online Licensing](#) and updating your profile. Please check your spam folder and add our office to your safe senders list.