|  |  |
| --- | --- |
| C:\Users\PRC\Desktop\PRClogoNEW.jpg | **Professional Regulation Commission** |
| **APPLICATION FOR RENEWAL OF****ACCREDITTED REAL ESTATE SALESPERSON (RES)** |
| LAST NAME, NAME, MIDDLE NAME  |
| PERMANENT ADDRESS |
| CITIZENSHIP | GENDER | CIVIL STATUS |
| DATE OF BIRTH  | PLACE OF BIRTH | CELL PHONE NO. |
| NAME OF BROKER | LICENSE NO. AND VALIDITY | SIGNATURE OF BROKER |

Paste here your recent PASSPORT SIZE colored picture with nametag in plain white background

**DECLARATION AND ATTESTATION**

I am aware of and I give my consent to the collection of the data required by this application form and the taking of my photograph, and if applicable, the taking of my fingerprints.

I further attest that all particulars and supporting documents provided by me are correct and complete. I am aware that any false statement or fraudulent document will lead to the rejection of my application or to the cancellation of my Accredited ID already issued, and may also render me liable under applicable administrative and criminal laws.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE OF RES

…………………………………………………………………………………………………………………………………………………………………...

O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SALESPERSON RENEWAL SLIP**

Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROFESSION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF FILING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Application Processor/Date

**PROCEDURES FOR THE RENEWAL OF RES**

NTARY REQUIREMENTS FOR RENEWAL OF RES

1. Submit the duly accomplished RES renewal application form attaching all the required documentary requirements at the Application Section, Licensure and Registration Division of the Regional Office. (Note: Improperly filled-up application form and incomplete attachments should not be accepted);
2. Pay immediately the renewal fees**, if there is no change of the supervising licensed REB**. (Otherwise, compliance of the clearances as stated in the documentary requirements below should be attached);
3. Get the Official Receipt and claim stub and;
4. Claim the renewed Accreditation Card at Licensure and Registration Division of the Regional Office;

**DOCUMENTARY REQUIREMENTS FOR RENEWAL OF RES**

1. Duly accomplished Renewal Application Form for the RES;
2. Original copy of the Certificate of Completion of the required Continuing Professional Development (CPD) units stating the topics and credit units taken per topic;
3. Declaration and Undertaking issued by the licensed REB stating that he/she will assume direct supervision, accountability and responsibility for the RES-Applicant in compliance of Sections 31 and 32 and an undertaking signed by the RES-Applicant and the supervising licensed REB that in the event of dispute or conflict among themselves, they should comply the exhaustion of administrative remedies of the Accredited Integrated Professional Organization or their professional organization;
4. One (1) pc 1 ½ x 1 ½ picture (white background with complete nametag) for the Application form;
5. Photocopy of the PRC I.D. of the Supervising REB with three (3) signatures (Note: REB PRC ID should be valid for at least six (6) months upon the RES renewal application);