

South Dakota Real Estate Commission Online Firm License Renewal Tutorial

1. Visit our website at <http://dlr.sd.gov/realstate>.
2. Select 'Online Licensee Services' from the left side menu. You can also access the log in for your firm license on our home page.

Home to DLR
Home to Real Estate Commission
Commission Information
Consumer Complaints
Consumer Information
Education
Email us
Fee Schedule
Forms
FAQ
Guidance from SDREC
Home Inspector Information
South Dakota Laws and Rules
License Verification
Licensing
Online Licensee Services
Personal License Login
Firm License Login
Publications
Contact Us
Other Boards & Commissions

South Dakota Real Estate Commission

The Real Estate Commission is a regulatory body charged with administering the Real Estate Licensing Act, the Timeshare Act, the Condominium Act and the Subdivision Act. The mission of the Real Estate Commission is to protect the interest of the public when engaged in a real estate transaction. It is the commission's responsibility to enforce standards for education, licensing and practice of real estate brokers, salespersons, auctioneers, property managers, residential rental agents, timeshare agents and home inspectors, and for registration of condominium, timeshare and subdivision projects.

Important Notice: We will no longer be processing any new applications or renewal applications for the group Errors & Omissions (E & O) policy through the Rice Insurance Services Company (RISC). New applicants and licensees renewing their E & O will need to contact RISC directly to purchase the group E & O policy. [Learn how to renew your group policy.](#)

Online Licensee Services

Online Personal License Services

LOG IN HERE

Licensees: Log in to:

- Renew your personal license
- Update your home or email address
- View your education report

Online Firm License Services

LOG IN HERE

Firm Licensees: Log in to:

- Renew your firm license

3. To renew your firm license, select 'LOG IN HERE' under 'Online Firm License Services'.

REGULATION
Marcia Hultman
Cabinet Secretary

FIND A FORM
LOGIN FOR ONLINE SERVICES
LEARN ABOUT PROGRAMS

South Dakota Real Estate Commission

Online Licensee Services

Online Personal License Services

LOG IN HERE

Licensees: Log in to:

- Update your home or email address
- View your education report

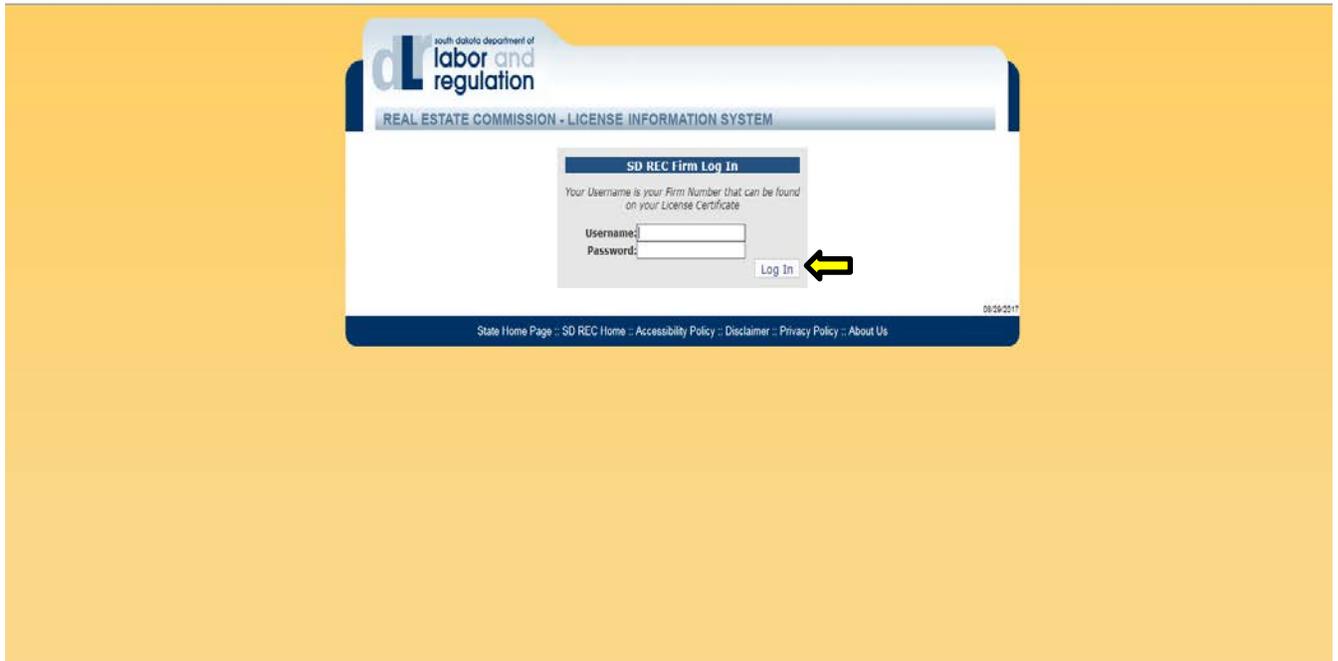
Online Firm License Services

LOG IN HERE

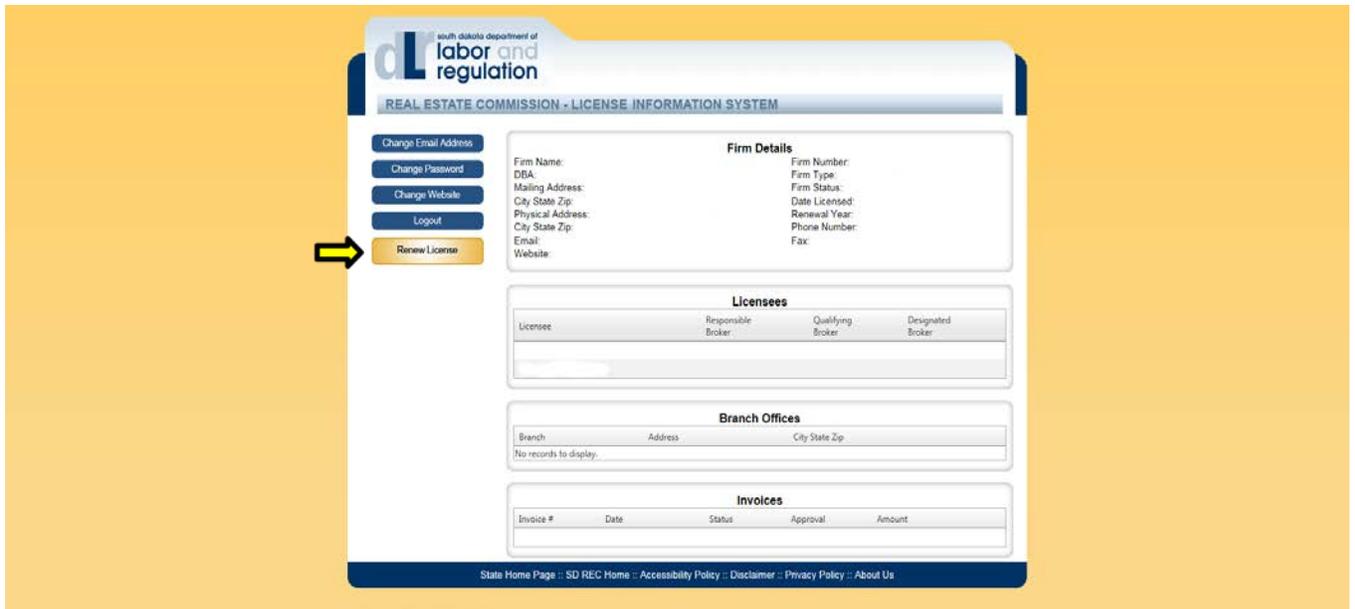
Firm Licensees: Log in to:

- Renew your firm license

4. Enter your username and password. Details about your first time user name and password log are sent to the responsible broker of the firm. Select 'Log In'.



5. Select 'Renew License' located from the left side.



6. Under 'Renewal Type', select from the drop down box if you are renewing active, inactive or non-renewal. Then select 'Continue'. *

REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

Logout
Cancel

If any of the information to the right is incorrect, please contact the SD Real Estate Commission by phone at 605-773-3800

Review the Following Information

Firm Name: _____ Firm Number: _____
 DBA: _____ Firm Type: _____
 Mailing Address: _____ Firm Status: _____
 City, State, Zip: _____ Date Licensed: _____
 Physical Address: _____ Renewal Year: _____
 City, State, Zip: _____ Phone Number: _____
 Email: _____ Fax: _____
 Website: _____ Branch Offices: _____

Renewal Fee: \$125.00

Select Renewal Type: ←

All of the above information is correct ←

State Home Page | SD REC Home | Accessibility Policy | Disclaimer | Privacy Policy | About Us

*If you renew on a 'non-renewal' status your request will be sent to our office and you will be redirected to the Firm Online Licensee Services page and your renewal process is complete.

7. You will see a questions and answers page. Complete the page in its entirety. Be sure to review and check the box at the bottom of the page. Select 'Continue'.

REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

Answer the Following Questions

1. Do you hold any other South Dakota professional or occupational license that is not regulated by this office?

Has any disciplinary action been taken against that license during the last 24 months?

2. Have you ever been convicted of, pled guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud or other like offense during the past 24 months?

3. Have you ever been convicted of or pled guilty to a felony during the past 24 months?

4. Have you ever been convicted of or pled guilty to a misdemeanor involving moral turpitude during the past 24 months?

5. Is there now pending against you any charge or charges as outlined in questions numbered 2, 3 or 4?

6. Have you ever been named as a defendant in any litigation concerning a real estate transaction during the past 24 months?

7. Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota?

If 'Yes', have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages?

8. Do you now or have you held a real estate license in any jurisdiction other than South Dakota in the last 24 months?

If 'Yes', list jurisdiction and license type:

Jurisdiction <input type="text"/>	License Type <input type="text"/>
Jurisdiction <input type="text"/>	License Type <input type="text"/>
Jurisdiction <input type="text"/>	License Type <input type="text"/>

Has any disciplinary action been taken against that license (refers to question 8) in the past 24 months?

9. Do you engage in any of the following real estate activities?

Agricultural Property <input type="checkbox"/>	Commercial Property <input type="checkbox"/>	Property Management <input type="checkbox"/>
Appraisals <input type="checkbox"/>	Home Inspection <input type="checkbox"/>	Timeshare <input type="checkbox"/>
Auctions <input type="checkbox"/>	Mortgage Brokerage <input type="checkbox"/>	Vacation Rentals <input type="checkbox"/>

10. Do you have a Corporation or Limited Liability Company that is used for the purpose of receiving a commission (Please refer to SDCL 36-21A-46.1)?

If 'Yes', is that Corporation or Limited Liability Company registered with the South Dakota Real Estate Commission?

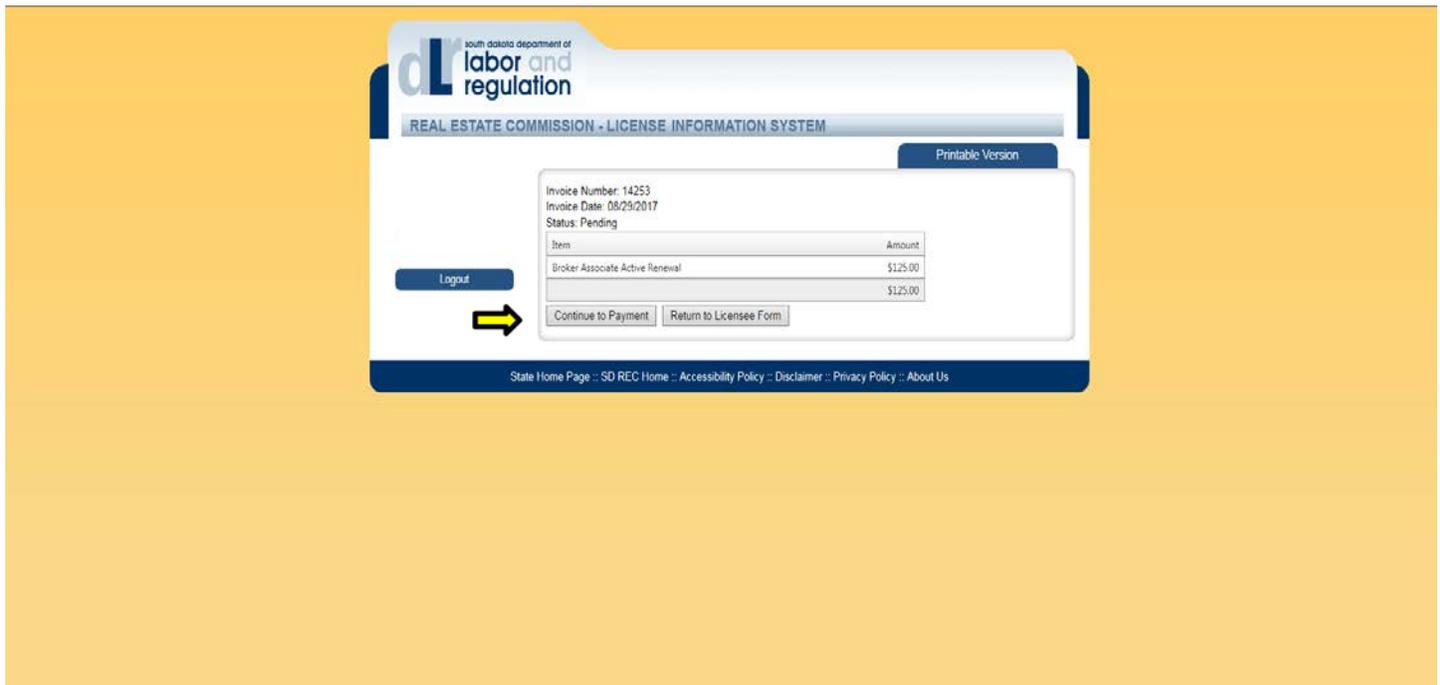
Name of Corporation or Limited Liability Company

11. Are you a member of a team within your firm?

I declare and confirm under penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

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8. Review the Invoice page to ensure you have the correct license(s) you wish to renew and the correct amount for the license(s). Your renewal is **NOT** complete until you pay. If you do not see the 'Continue to Payment' and 'Return to Licensee Form', your browser is not the most current version. You will need to update your browser to complete the process. If the information looks correct, please select 'Continue to Payment'.



9. Complete the Billing Information page in its entirety. You can select 'Fill with Licensee Information' to automatically fill in your information. Once you have completed your credit card information, select 'Submit'.

south dakota department of
labor and regulation

REAL ESTATE COMMISSION - LICENSE INFORMATION SYSTEM

Logout

Cancel

Billing Information
A total of \$125.00 will be billed to your credit/debit card

Enter your billing information. [Fill With Licensee Information](#)

First Name
Last Name
Address
City
State
Zip Code
Email Address

VISA MasterCard

Card Type
Card Number
Expiration Date (month | year)
Card Verification Number

Submit

Please click submit only once. A confirmation email will be sent to the above email address once your payment has been approved.

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10. You will receive a receipt of your transaction. You may print this for your records. Your renewal process is now complete.