



# Inspector Renewal Form Information Sheet

THIS FORM IS FOR THE TIMELY RENEWAL OF A INSPECTOR LICENSE OR FOR RENEWAL OF AN INSPECTOR LICENSE THAT HAS BEEN EXPIRED LESS THAN SIX MONTHS.

BREAK DOWN OF FEES	Apprentice Inspector			Real Estate Inspector			Professional Inspector		
	Timely Renewal	Late Renewal (Expired 90 days or less)	Late Renewal (Expired more than 90 days, but less than 6 months)	Timely Renewal	Late Renewal (Expired 90 days or less)	Late Renewal (Expired more than 90 days, but less than 6 months)	Timely Renewal	Late Renewal (Expired 90 days or less)	Late Renewal (Expired more than 90 days, but less than 6 months)
TREC renewal fee	30.00	45.00	60.00	50.00	75.00	100.00	60.00	90.00	120.00
Texas Online Fee	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00

### IMPORTANT INFORMATION - PLEASE READ CAREFULLY

- **ALL FEES ABOVE ARE NONREFUNDABLE AND MUST BE SUBMITTED WITH THE APPLICATION.** AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by a single **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to TREC. DO NOT PAY WITH CASH.
- If a professional inspector license expires or is placed on inactive status, all real estate or apprentice inspectors sponsored by the professional inspector will be placed on inactive status.

#### To renew ACTIVE

- Inspectors must complete 32 hours of inspector CE which must include the 8-Hour Inspector Legal & Ethics and SOP Review course. A list of approved CE providers can be found at the TREC website at [www.trec.texas.gov](http://www.trec.texas.gov).
- An inspector is not eligible to receive more than 16 hours continuing education credit for any one subject.
- Required education must be completed during the term of the license being renewed. Hours cannot be carried over from one renewal term to another.
- Inspectors must also submit proof of financial responsibility that provides coverage for violations of Texas Occupations Code, Chapter 1102, Subchapter G (\$100,000 per occurrence). Use the TREC Certificate of Insurance form or Proof of Financial Responsibility form found at the TREC website at [www.trec.texas.gov](http://www.trec.texas.gov). Submit required proof of financial responsibility to [documents@trec.texas.gov](mailto:documents@trec.texas.gov).

If the license expires, all required CE hours must be completed, proof of financial responsibility and all applicable renewal fees must be paid before the license can be renewed in ACTIVE status.

If the license has been expired more than 6 months, the license can no longer be renewed, but may be reinstated by submitting an original inspector license application and meeting current requirements.

#### To renew INACTIVE

A license holder may file a renewal application and renew a license in inactive status without submitting CE or proof of financial responsibility. A license holder is not permitted to perform inspections with an inactive license.

### PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.



**Texas Real Estate Commission**

**P.O. Box 12188**

**Austin, Texas 78711-2188**

www.trec.texas.gov 512-936-3000

**RENEWAL OF INSPECTOR LICENSE -TIMELY OR EXPIRED LESS THAN SIX MONTHS**

FEES	RECEIPT NUMBER	Apprentice Inspector	Real Estate Inspector	Professional Inspector	MONEY TYPE		
TIMELY RENEWAL		\$32.00	\$53.00	\$63.00			
EXPIRED 90 DAYS OR LESS		\$47.00	\$78.00	\$93.00		App#	File#
EXPIRED MORE THAN 90 DAYS BUT LESS THAN 6 MONTHS		\$62.00	\$103.00	\$123.00		Entity #	License #

**DO NOT WRITE ABOVE THIS LINE**

**NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK**

1. Applicant's Full Name: (as it appears on license)

\_\_\_\_\_  
 Last First Middle

2. TREC License Number \_\_\_\_\_ 3. Expiration Date \_\_\_\_\_

4. Renewal Type:  Timely  Expired less than six months

5. Check one box only:  Apprentice Inspector  Real Estate Inspector  Professional Inspector

6. Applicant's Mailing Address and Contact Information: (Post Office Box may be used)

\_\_\_\_\_  
 Number, Street and Apt. No. or P.O. Box

\_\_\_\_\_  
 City State Zip Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

7. I am applying for an: (check one box only)  Inactive License  Active License

8. Place of Business Address (Fixed Office): **THE PLACE OF BUSINESS ADDRESS MUST BE A FIXED STREET ADDRESS, NOT A P.O. BOX.**

\_\_\_\_\_  
 Number, Street and Apt. No. or P.O. Box

\_\_\_\_\_  
 City State Zip Code

Phone Number: \_\_\_\_\_

9. Have you had any instance of entering a plea of guilty or nolo contendere to, have been found guilty of, or been convicted of a felony, regardless of an order granting probation, community supervision, deferred adjudication, or suspending the imposition of sentence that has not previously been reported to the Texas Real Estate Commission? *If YES, you must complete the applicable sections of the Background History Form located at <https://www.trec.texas.gov/forms/background-history-form>.*  Yes  No

**STATEMENT OF APPLICANT**

10. I certify that I am eighteen (18) years of age or older and that I am a citizen of the United States or a lawfully admitted alien. I certify that I have examined this application and the answers given are true, correct and complete. I understand that providing answers that are not true, correct, and complete is grounds for disapproval of this application or revocation of my license. I authorize the Texas Real Estate Commission to conduct any investigations of me which it deems prudent. I understand that information revealed in an investigation may be cause for revocation or other disciplinary action of a license once granted even though other requirements for a license have been met. I further understand that information submitted in conjunction with this application may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code). If granted a license, I will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission.

\_\_\_\_\_  
 Signature of Applicant Date signed

Failure to provide information requested by the Commission in connection with a renewal application within 30 days is grounds for disciplinary action under the Texas Real Estate License Act, Chapter 1102, Texas Occupations Code and 22 TAC §535.216(d).