

**Do NOT WRITE IN THIS SECTION – FOR BOARD USE ONLY**

DEPOSIT DATE: \_\_\_\_\_

FEE \$: \_\_\_\_\_

CHECK

CHARGE

\_\_\_\_\_

**2024 RENEWAL APPLICATION**

(Read the instructions on the back prior to submitting your renewal)

LICENSE NUMBER: \_\_\_\_\_

NAME AS IT APPEARS ON LICENSE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

RENEWAL FEES	
CERTIFIED GENERAL	\$190
CERTIFIED RESIDENTIAL	\$190
STATE LICENSED	\$190
PROVISIONAL (TRAINEE)	\$150
INACTIVE (ANY LICENSE TYPE)	\$150
<b>RENEWALS POSTMARKED AFTER MAY 31, 2024 WILL PAY AN ADDITIONAL \$50.00 LATE</b>	

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Since filing your 2023 renewal or the original issue date of your Kansas license/certification (whichever is latest), have you had your real estate appraiser license/certification suspended, revoked, placed on probation, or otherwise disciplined in a jurisdiction <b>other than Kansas</b> ? (If answered "yes," you must attach a detailed explanation of the action taken and the state, a copy of the documentation finalizing the action taken, and if all requirements of the disciplinary action have been met.)
<input type="checkbox"/>	<input type="checkbox"/>	Since filing your 2023 renewal or the original issue date of your Kansas license/certification (whichever is latest), have you pled guilty or nolo contendere to, or had a conviction of: (A) forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud, or any other similar offense; (B) a crime involving moral turpitude; or (C) any felony charge. (If answered "yes," you must attach a detailed explanation of the action taken and the state, and if a final judgment has been made.)
<input type="checkbox"/>	<input type="checkbox"/>	To your knowledge, is there a disciplinary action being investigated against you in a jurisdiction <b>other than Kansas</b> ? (If answered "yes," you must attach a detailed explanation of the complaint, the state in which it was filed, and the current status of same.)
<input type="checkbox"/>	<input type="checkbox"/>	Since filing your 2023 renewal or the original issue date of your Kansas license/certification (whichever is latest), has a final civil judgment been entered against you on the grounds of financial misrepresentation or deceit in the making of any appraisal of real property? (If answered "yes," you must attach a detailed explanation of the civil action taken and the state, and a copy of the judgment.)

I HEREBY ATTEST THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

DATE SIGNED \_\_\_\_\_

SIGNATURE OF APPRAISER \_\_\_\_\_

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER																						
EXPIRATION DATE: MONTH: _____ YEAR: _____										AMOUNT OF CHARGE: _____														
PRINT CARDHOLDER'S NAME _____										CARDHOLDER'S SIGNATURE _____														
BILLING ADDRESS: _____					STREET _____					CITY _____					STATE _____					ZIP CODE _____				

REQUEST CHARGE RECEIPT

## INSTRUCTIONS FOR FILING YOUR RENEWAL

### IMPORTANT REMINDERS

Knowingly filing a renewal on which you have given false or misleading information, i.e. failing to report disciplinary or legal issues is actionable by the Board and disciplinary action **will** be taken.

- To be considered “on-time,” your renewal application and fee must be postmarked no later than **May 31, 2024**. Renewals postmarked, faxed, e-mailed, or walked-in after May 31 will incur an additional \$50 late fee.
- Renewals **should not** be completed by anyone other than the appraiser.
- There are five ways you may submit your renewal application and fee:
  - Mail (payment by check, money-order, or charge)
  - On-Line (payment by charge or ACH) at <http://www.kansas.gov/kreab>
    1. Keep in mind that answering “yes” to any of the 4 disciplinary/legal action questions will kick you out of the on-line renewal system. You will need to renew via mail as documentation is required. **Do not** use fax or e-mail when submitting renewals with attached documentation.
    2. When you use the on-line renewal function, you are stating that “you,” the appraiser, are completing the entry.
      - Fax (payment by charge only)
      - E-Mail (payment by charge only)
      - Walk-in (payment by check, money-order, or charge)
    3. The KREAB will be emailing the renewals. **Please be sure to update any information that is not correct (changes) while in the payment portal.**
- If you are paying by check or money-order, make them payable to the Kansas Real Estate Appraisal Board or KREAB.
- If you are e-mailing or faxing your renewal, or using the on-line renewal function **DO NOT** send the original in via mail. This can result in both charges processing.
- If you are scanning and e-mailing or faxing your renewal, make sure that the copy is clear and legible. Illegible applications will be returned to the appraiser for correction.
- **Review your renewal application and charge authorization prior to submitting.** Incomplete applications will be returned to the appraiser for correction.

KANSAS REAL ESTATE APPRAISAL BOARD  
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