

# Ohio Division of Real Estate Online Services for Licensees

The Division currently offers several online services that make renewing a license, updating and maintain information related to a license and finding important information about a license easy and convenient. All of these services are located on the Division's website at <https://www.com.ohio.gov/real/>

## License Renewal:

### Renewal Application with Education Compliance Form

**Broker Renewal Fee: \$243**

**Salesperson Renewal Fee: \$182**

#### Online Renewal:

- Go to [www.https://elicense3.com.ohio.gov/](http://www.https://elicense3.com.ohio.gov/) (Use a Windows-based PC with MS Internet Explorer for best viewing experience)
- Log into our secure site under the *Account* tab with your *User ID* and *Password*.
- Click the *Online Services* menu button in the top right corner and click *Create/Resume a Renewal*.
- Answer *Ethical Conduct and Legal History* questions.
- Confirm and/or enter and upload your continuing education.
- Pay your renewal fee online using a Visa or Mastercard. *Credit card payments may not be taken over the telephone.*
- Print out receipt page for your records.

#### Mail-In Renewal:

- Complete the Renewal Application and the Continuing Education Compliance form.
- Answer the Ethical Conduct and Legal History questions.
- Sign and date the certification on page 1.
- Return the forms, **along with the renewal fee and copies of your continuing education certificates**, to the Division. Make the check or money order payable to The Ohio Division of Real Estate. **Cash will not be accepted.**
- Mail to:** Ohio Division of Real Estate & Professional Licensing  
77 S High St., 20<sup>th</sup> Fl.  
Columbus, OH 43215-6133

#### Renewal Reminders:

- The Renewal Application and Education Compliance Form will not be accepted earlier than 60 days prior to your due date.
- If this is your first birthday since becoming licensed, your renewal is due, however your 30 hours of continuing education are not.

*Note: If Online Renewal is unavailable, it is the licensee's obligation to make certain the renewal is timely filed.*

## E License Center:

### Consumer Services

#### License Information Lookup

This service allows for the online lookup of general information on our licensees.

### Broker/Agent Services

#### Update License Information

This service allows licensees to login and update their license information.

#### Renew Real Estate License

This service allows agents, brokers and real estate companies to login and renew their licenses online.

### Continuing Education & Education Provider Services

#### Course Lookup

This service allows licensees to lookup real estate continuing education courses that are being offered.

#### Course Roster Submission

This service allows continuing education providers to login and upload their course rosters.