



Nebraska Real Estate Commission

PO BOX 94667
LINCOLN, NE 68509-4667

PHONE: (402) 471-2004
WEBSITE: nrec.nebraska.gov
EMAIL: realestate.commission@nebraska.gov

BRANCH LICENSE RENEWAL INFORMATION

2027 BRANCH OFFICE RENEWAL FEE-\$500.00

LICENSES EXPIRE DECEMBER 31, 2026

Applications for renewal need to be received no later than 12:00 a.m. (CDT) December 31, 2026, in order for the Branch Office to continue operation without interruption. We would recommend that you renew the Branch Office by November 30, 2026, so that the renewal processing will not cause you, or those you employ, any inconvenience.

Renewal application and fees will be returned if all requested information is not supplied, and/or the application is not signed by the designated broker.

BEFORE YOU SUBMIT YOUR RENEWAL

To avoid delays or having your renewal returned/rejected, please make sure:

- All required questions are answered.
- The correct \$180 renewal fee is submitted.
- All required continuing education has been completed.
- Required Errors and Omissions (E&O) insurance documentation is on file, if applicable.
- All other required documents have been submitted.

For those submitting the renewal via **paper form** you also must make sure that:

- Both sides of the paper application are completed.
- The application is signed by the licensee.

Incomplete or inaccurate renewal applications may be returned/rejected and could result in late fees or a delay in renewing your license.

- All Branch Offices must be renewed on or before December 31.
- The Designated Broker must log into their portal to renew their branch offices at:
<https://nrec.nebraska.gov/sites/default/files/doc/Commission/LOGIN%20SCREEN.pdf>
- Branch offices will not be renewed until the designated broker and the managing broker (if other than the designated broker) for the office has renewed his/her broker license.
- Renewals reflect the address information currently in the Commission's record for the branch office. Please contact the Commission office if corrections are needed.
- The Branch Office Renewal Fee is \$50.00
 - Payment may be made online using a credit card- American Express, Discover, Visa, or MasterCard.
 - Payments for paper renewals can submit using:
 - Check or money order payable to the **Nebraska Real Estate Commission**; or
 - American Express, Discover, Visa, or MasterCard.
 - Do not send cash through the mail.
 - A payment returned by a financial institution or a credit card chargeback is subject to a **\$30 processing fee**. Issuing an insufficient-funds check may also constitute grounds for denial or revocation of a license under the Nebraska Real Estate License Act.
 - Do not combine unrelated fees, such as transfer or examination fees, with your renewal payment. These are separate transactions and should be submitted separately.
 - When this renewal has been processed, a receipt for the license fee will be emailed to the designated broker. This receipt will contain the branch's I.D. number so that it may be referenced whenever that number is needed.