

Renewal application open November 16 every year. All real estate license types require a three-year license renewal. All applications must be completed online through the PLB.iowa.gov portal. Each license you hold will require its own renewal application. If you cannot access your PLB.iowa.gov account, please contact the IREC directly at 515-725-9022 option 8 for Real Estate. Please do not create a second account, you will not be able to access your license.

Please see the instructions below to complete your renewal application:

1. Log into your PLB.iowa.gov account using your email address as your username.
2. Click on the license number you would like to renew.
3. Click "Begin Application Process."
4. Follow the prompts until you can select your Renewal Application from the drop-down menu.
5. Follow the prompts until your application is created.
6. Click "Complete Checklist."
7. Answer all the required questions and click "Save & Next."
8. If you are required to upload documentation, click "Upload Submissions" and see uploading instructions below.
9. Click "Submit for Review."
10. Follow the prompts until your application states it has been successfully submitted.
11. Click "Pay Fees" and follow the prompts until you receive an email receipt.

The majority of application will allow you to pay for your renewal upon the submission of your application. You may be selected for commission review. If your application states, "Pending Internal Review" please allow staff time to review your application. Once your application is reviewed, you will receive an email when your renewal is ready for payment.

Any application that only states "Pending" has not been submitted.

When your license is renewed, you will receive your new license card via email. The IREC does not mail license cards.

Additional Resources:

[Continuing Education Information](#)

[Real Estate Commission Home Page](#)

Uploading Instructions

On the Manage Submissions page, in the "Required" column on the right, there will be a check-marked box for each upload required.

1. Click "Upload" under the "Actions" column on the left.
2. Click "Choose File."
3. Select the file and click "Open."
4. Click the second "Upload" directly under the Choose file button.
5. A yellow message will appear stating "Attachment uploaded successfully."
6. Click "Save."

Having troubles? Please see common problems below:

- PLB.iowa.gov runs on the most current version of Google Chrome. Please make sure you are using Google Chrome as your internet browser.
- Try clearing your internet cookies, history, or caches.
- Try another computer, or refrain from using your cell phone to complete applications.
- Check your scam folders. Emails sent by the commission come from automatic do-not-reply email address that often times get sent directly to spam.

For all other questions and concerns, please email realestatecommission@iowa.gov