GA Compliance Pro

LICENSE RENEWAL COMPLIANCE FOR GEORGIA BROKERAGES

SAMPLE PACKET

Sample Reports

What your brokerage and offices receive each month.

Inside

1 **License Compliance Report** — Pages 2–8

Sent within the first 5 business days of each month. The Overview for brokers and leadership, followed by each office's own report.

2 **Reminder Emails** — Pages 9–10

The emails agents receive: one for brokers and associate brokers, one for salespersons.

3 **Email Tracking Report** — Pages 11–12

Available on request: proof of delivery, opens and clicks for every reminder.

All names, emails and numbers in these samples are made up. The layout is exactly what you'd receive.

License Compliance Report | Overview

All offices · Prepared Oct 1, 2026

Summary by office

Each office's full report follows, starting on its own page.

Office	Office Lead	Lapsed Licenses	Couldn't Be Reached	Reminded	Renewing in 1–2 Months	Roster Cleanup
Riverside	Dana Whitmore	2	2	15	7	5
Magnolia Park	Luis Ferreira	1	1	10	6	3
Northgate	Priya Raman	0	2	12	7	4
Total		**3**	**5**	**37**	**20**	**12**

How this report works

Who receives what

• **Brokers / enterprise leadership** receive this Overview: every office on one page, followed by each office's full report.
• **Each office lead (or chosen point of contact)** receives their own office's report.
• **Office leadership and contacts** choose whether to be cc'd on agent reminder emails, or to only receive the monthly reports.

What each column means

• **Lapsed Licenses**: agents whose renewal month passed last month without renewing. Follow up right away.
• **Couldn't Be Reached**: agents whose reminder email bounced or who unsubscribed. The office report says what's needed for each.
• **Reminded**: agents sent a renewal reminder this month, with their CE, License Law, Broker CE, Code of Ethics and Fair Housing status.
• **Renewing in 1–2 Months**: agents renewing this month or next, in any section. They're highlighted in yellow on each office report and need the most attention.
• **Roster Cleanup**: agents in GREC but missing from the roster, agents with no email on the roster, and people on the roster who aren't in GREC.

Order: on each office report, agents are listed by renewal month, soonest first (1, 2, 3, 6 and 12 months out).

License Compliance Report | Riverside Office

Office Lead: Dana Whitmore · Prepared Oct 1, 2026

Lapsed Licenses:	**2**
Couldn't Be Reached:	**2**
Reminded:	**15**
Renewing in 1–2 Months:	**7**
Roster Cleanup:	**5**

Highlighted rows are renewing in 1–2 months.

1. Lapsed Licenses (2)

Agents who were in their final renewal month last month and are no longer current in GREC. They've likely lapsed or left the office. Please follow up to find out whether this was intentional.

Name	License #	License Type	Renewal Month	Status
Hayden Fairbanks	412310	Assoc. Broker	Sep 2026	Still listed; renewal month passed
Hayden Ellery	412072	Salesperson	Sep 2026	No longer on the office's GREC roster

2. Couldn't Be Reached (2)

Agents renewing soon whose reminder didn't reach them: the email bounced or they unsubscribed. Listed by renewal month, soonest first.

Unsubscribed: 1 · **Email bounced**: 1

Name	License Type	Renewal Month	Email	Issue	What's Needed
Cameron Lindqvist	Salesperson	Oct 2026 1 month	cameron.lindqvist@example.com	Unsubscribed	Remind them by phone or in person
Taylor Ellery	Broker	Mar 2027 6 months	taylor.ellery@example.com	Email bounced	Get a current email and update the roster

3. Reminded (15)

Every agent sent a renewal reminder this month, with what they still need. Listed by renewal month, soonest first.

Name	License Type	Renewal Month	CE Needed	License Law Needed	Broker CE Needed	Code of Ethics	Fair Housing	Reminder Sent
Emerson Delgado	Salesperson	Oct 2026 1 month	6	3	–	Due	Completed	09/29/2026
Sydney Whitfield	Salesperson	Oct 2026 1 month	0	0	–	Due	Completed	09/29/2026
Riley Gallo	Broker	Nov 2026 2 months	6	0	6	Completed	Due	09/29/2026
Cameron Kincaid	Salesperson	Nov 2026 2 months	6	3	–	Due	Completed	09/29/2026
Quinn Mercer	Assoc. Broker	Nov 2026 2 months	3	3	9	Completed	Due	09/29/2026
Sydney Abernathy	Salesperson	Dec 2026 3 months	0	0	–	Due	Completed	09/29/2026
Reese Marsh	Salesperson	Dec 2026 3 months	18	0	–	Completed	Completed	09/29/2026

Name	License Type	Renewal Month	CE Needed	License Law Needed	Broker CE Needed	Code of Ethics	Fair Housing	Reminder Sent
Blake Okafor	Assoc. Broker	Dec 2026 3 months	12	0	0	Due	Completed	09/29/2026
Cameron Whitfield	Assoc. Broker	Dec 2026 3 months	18	0	0	Completed	Completed	09/29/2026
Avery Calloway	Salesperson	Mar 2027 6 months	6	3	–	Due	Completed	09/29/2026
Harper Hendricks	Salesperson	Mar 2027 6 months	12	0	–	Completed	Completed	09/29/2026
Quinn Marsh	Salesperson	Mar 2027 6 months	12	3	–	Completed	Due	09/29/2026
Hayden Ruiz	Salesperson	Mar 2027 6 months	18	0	–	Due	Due	09/29/2026
Skyler Abernathy	Broker	Sep 2027 12 months	9	0	0	Due	Completed	09/29/2026
Taylor Kincaid	Assoc. Broker	Sep 2027 12 months	24	3	0	Completed	Completed	09/29/2026

4. Roster Cleanup (5)

Roster fixes needed so every agent gets their reminders: agents missing from the roster, agents with no email on the roster, and people on the roster who aren't in GREC. Listed by renewal month, soonest first.

Name	License #	License Type	Renewal Month	Issue	What's Needed
Sydney Vance	350616	Salesperson	Oct 2026 1 month	Email missing	On the roster with no email. Add their email.
Harper Whitfield	378811	Salesperson	Dec 2026 3 months	Missing from roster	In GREC under this office but not on the roster. Add them with an email.
Cameron Thornton	316675	Salesperson	Mar 2027 6 months	Email missing	On the roster with no email. Add their email.
Quinn Thornton	333852	Salesperson	Sep 2027 12 months	Missing from roster	In GREC under this office but not on the roster. Add them with an email.
Riley Marsh	376380	Broker	–	Not in GREC	On the roster but not in GREC under this office. Remove them if they've left.

License Compliance Report | Magnolia Park Office

Office Lead: Luis Ferreira · Prepared Oct 1, 2026

Lapsed Licenses:	**1**
Couldn't Be Reached:	**1**
Reminded:	**10**
Renewing in 1–2 Months:	**6**
Roster Cleanup:	**3**

Highlighted rows are renewing in 1–2 months.

1. Lapsed Licenses (1)

Agents who were in their final renewal month last month and are no longer current in GREC. They've likely lapsed or left the office. Please follow up to find out whether this was intentional.

Name	License #	License Type	Renewal Month	Status
Peyton Delgado	413577	Salesperson	Sep 2026	No longer on the office's GREC roster

2. Couldn't Be Reached (1)

Agents renewing soon whose reminder didn't reach them: the email bounced or they unsubscribed. Listed by renewal month, soonest first.

Unsubscribed: 1

Name	License Type	Renewal Month	Email	Issue	What's Needed
Jamie Delgado	Salesperson	Dec 2026 3 months	jamie.delgado@example.com	Unsubscribed	Remind them by phone or in person

3. Reminded (10)

Every agent sent a renewal reminder this month, with what they still need. Listed by renewal month, soonest first.

Name	License Type	Renewal Month	CE Needed	License Law Needed	Broker CE Needed	Code of Ethics	Fair Housing	Reminder Sent
Cameron Abernathy	Broker	Oct 2026 1 month	0	0	3	Due	Due	09/29/2026
Avery Hendricks	Broker	Oct 2026 1 month	3	0	6	Completed	Completed	09/29/2026
Rowan Marsh	Salesperson	Oct 2026 1 month	0	0	–	Completed	Due	09/29/2026
Harper Calloway	Salesperson	Nov 2026 2 months	3	0	–	Due	Completed	09/29/2026
Dakota Hendricks	Salesperson	Nov 2026 2 months	3	0	–	Completed	Completed	09/29/2026
Jordan Ellery	Salesperson	Dec 2026 3 months	6	3	–	Due	Due	09/29/2026
Riley Ashby	Salesperson	Mar 2027 6 months	9	3	–	Due	Completed	09/29/2026
Peyton Calloway	Salesperson	Mar 2027 6 months	9	3	–	Completed	Completed	09/29/2026
Rowan Moreno	Assoc. Broker	Mar 2027 6 months	18	0	6	Due	Completed	09/29/2026
Marlowe Brennan	Salesperson	Sep 2027 12 months	6	0	–	Due	Completed	09/29/2026

4. Roster Cleanup (3)

Roster fixes needed so every agent gets their reminders: agents missing from the roster, agents with no email on the roster, and people on the roster who aren't in GREC. Listed by renewal month, soonest first.

Name	License #	License Type	Renewal Month	Issue	What's Needed
Marlowe Calloway	417990	Broker	Nov 2026 2 months	Email missing	On the roster with no email. Add their email.
Riley Brennan	359387	Salesperson	Dec 2026 3 months	Missing from roster	In GREC under this office but not on the roster. Add them with an email.
Sydney Ashby	311131	Broker	–	Not in GREC	On the roster but not in GREC under this office. Remove them if they've left.

License Compliance Report | Northgate Office

Office Lead: Priya Raman · Prepared Oct 1, 2026

Lapsed Licenses:	0
Couldn't Be Reached:	2
Reminded:	12
Renewing in 1–2 Months:	7
Roster Cleanup:	4

Highlighted rows are renewing in 1–2 months.

1. Lapsed Licenses (0)

Agents who were in their final renewal month last month and are no longer current in GREC. They've likely lapsed or left the office. Please follow up to find out whether this was intentional.

Nobody lapsed. Everyone in their final renewal month last month has renewed.

2. Couldn't Be Reached (2)

Agents renewing soon whose reminder didn't reach them: the email bounced or they unsubscribed. Listed by renewal month, soonest first.

Unsubscribed: 1 · **Email bounced**: 1

Name	License Type	Renewal Month	Email	Issue	What's Needed
Avery Sato	Salesperson	Oct 2026 1 month	avery.sato@example.com	Unsubscribed	Remind them by phone or in person
Dakota Brennan	Assoc. Broker	Mar 2027 6 months	dakota.brennan@example.com	Email bounced	Get a current email and update the roster

3. Reminded (12)

Every agent sent a renewal reminder this month, with what they still need. Listed by renewal month, soonest first.

Name	License Type	Renewal Month	CE Needed	License Law Needed	Broker CE Needed	Code of Ethics	Fair Housing	Reminder Sent
Sydney Brennan	Assoc. Broker	Oct 2026 1 month	3	3	0	Due	Due	09/29/2026
Drew Kincaid	Salesperson	Oct 2026 1 month	6	0	–	Due	Completed	09/29/2026
Jamie Okafor	Salesperson	Nov 2026 2 months	3	3	–	Completed	Due	09/29/2026
Quinn Ruiz	Salesperson	Nov 2026 2 months	0	0	–	Completed	Due	09/29/2026
Drew Thornton	Salesperson	Nov 2026 2 months	3	0	–	Due	Due	09/29/2026
Marlowe Langford	Salesperson	Dec 2026 3 months	12	0	–	Completed	Completed	09/29/2026
Quinn Delgado	Salesperson	Mar 2027 6 months	9	0	–	Due	Completed	09/29/2026
Skyler Ellery	Salesperson	Mar 2027 6 months	9	3	–	Completed	Due	09/29/2026
Rowan Lindqvist	Salesperson	Mar 2027 6 months	12	0	–	Completed	Due	09/29/2026
Blake Ruiz	Salesperson	Mar 2027 6 months	24	0	–	Due	Due	09/29/2026
Avery Abernathy	Broker	Sep 2027 12 months	0	0	9	Completed	Completed	09/29/2026
Parker Vance	Salesperson	Sep 2027 12 months	6	3	–	Completed	Due	09/29/2026

4. Roster Cleanup (4)

Roster fixes needed so every agent gets their reminders: agents missing from the roster, agents with no email on the roster, and people on the roster who aren't in GREC. Listed by renewal month, soonest first.

Name	License #	License Type	Renewal Month	Issue	What's Needed
Rowan Abernathy	402138	Salesperson	Oct 2026 1 month	Missing from roster	In GREC under this office but not on the roster. Add them with an email.
Avery Ruiz	317810	Salesperson	Mar 2027 6 months	Email missing	On the roster with no email. Add their email.
Peyton Ashby	340505	Broker	Sep 2027 12 months	Missing from roster	In GREC under this office but not on the roster. Add them with an email.
Quinn Whitfield	400822	Assoc. Broker	–	Not in GREC	On the roster but not in GREC under this office. Remove them if they've left.

Sample Reminder Email I Brokers

Sent to brokers and associate brokers. Includes the Broker CE requirement.

Values highlighted in yellow change for each person. They're filled in every month from GREC and the office roster. The subject shows the agent's full name so anyone cc'd can spot it easily. Brokers and office contacts choose whether to be cc'd. Names, emails and numbers here are made up.

From	Caitlyn Verdugo, License Compliance
To	**Morgan Ellery <morgan.ellery@example.com>**
Cc	**dana.whitmore@example.com, marcus.lee@example.com** (optional)
Subject	License Renewal: **Morgan Ellery**

Hi **Morgan**,

On behalf of your Broker Support Team, this is a friendly reminder that your real estate license is set to renew/expire at the end of **December 2026**.

According to GREC records, you have the following outstanding requirements:
CE Credits Needed: **12**
Broker CE Credits Needed: **6**
License Law Credits Needed: **3**
Code of Ethics: **Completed**
Fair Housing: **Due**

Georgia license renewal is required every 4 years, by the last day of your birth month. The current CE requirements include 36 total CE hours:

- 18 hours of Broker CE (effective July 1, 2025)
- 3 hours of License Law CE
- 15 hours of Elective CE

Please note: GREC will allow you to renew your license without the Code of Ethics/Fair Housing classes, but not completing each class at least once every 3 years prevents you from using the title Realtor® in all your marketing, whether you belong to a Board of Realtors or not. Both are required for agents in our offices.

You can review your license information, including renewal date and education credits, by visiting your GREC portal. Once all requirements are met, renew your license by paying the $100 renewal fee online. If you've recently completed courses but they are not yet reflected in your online portal, please allow time for updates or contact GREC.

Here are some recommended courses to help you meet any outstanding requirements:
Continuing Education Course Package:

- Broker Complete Continuing Education Course: 36-Hr. GA CE Package
- Broker Specific CE (Part 1: 9 Hours)
- Broker Specific CE (Part 2: 9 Hours)
- License Law (3 Credits)
- Code of Ethics (3 Credits)
- Fair Housing (3 Credits)

If you have any questions, please contact your office leadership team:
Dana Whitmore – dana.whitmore@example.com; Marcus Lee – marcus.lee@example.com

Thanks,
Caitlyn Verdugo
License Compliance

Sample Reminder Email I Agents

Sent to salespersons (SLSP).

Values highlighted in yellow change for each person. They're filled in every month from GREC and the office roster. The subject shows the agent's full name so anyone cc'd can spot it easily. Brokers and office contacts choose whether to be cc'd. Names, emails and numbers here are made up.

From	Caitlyn Verdugo, License Compliance
To	**Harper Whitfield <harper.whitfield@example.com>**
Cc	**dana.whitmore@example.com, marcus.lee@example.com** (optional)
Subject	License Renewal: **Harper Whitfield**

Hi **Harper**,

On behalf of your Broker Support Team, this is a friendly reminder that your real estate license is set to renew/expire at the end of **November 2026**.

According to GREC records, you have the following outstanding requirements:
CE Credits Needed: **9**
License Law Credits Needed: **3**
Code of Ethics: **Completed**
Fair Housing: **Due**

Please note: GREC will allow you to renew your license without the Code of Ethics/Fair Housing classes, but not completing each class at least once every 3 years prevents you from using the title Realtor® in all your marketing, whether you belong to a Board of Realtors or not. Both are required for agents in our offices.

You can review your license information, including renewal date, education credits and courses taken, by visiting your GREC portal. Once all requirements are met, renew your license by paying the $100 renewal fee online. If you've recently completed courses but they are not yet reflected in your online portal, please allow time for updates or contact GREC.

Here are some recommended courses to help you meet your outstanding requirements:
Continuing Education Course Package:

- Georgia Real Estate Continuing Education Course: 36-Hr. GA CE Package
- License Law (3 Credits)
- Code of Ethics (3 Credits)
- Fair Housing (3 Credits)

If you have any questions, please contact your office leadership team:
Dana Whitmore – dana.whitmore@example.com; Marcus Lee – marcus.lee@example.com

Thanks,
Caitlyn Verdugo
License Compliance

Email Tracking Report | Riverside Office

October 2026 reminders (sent Sep 29, 2026) · Prepared Oct 27, 2026

Available on request: not part of the monthly reports

If there's ever a question about whether an agent received their renewal reminder, this report shows when each email was sent, whether it was delivered, every time it was opened, and every link clicked inside it. It's typically not sent each month; we pull it whenever it's needed. The last page shows a full receipt for one agent.

Summary

17	16 94%	15 88%	5 29%	1 6%	1 6%
Emails Sent	Delivered	Opened	Clicked	Unsubscribed	Bounced

Every agent emailed

Listed by renewal month, soonest first. Highlighted rows are renewing in 1–2 months.

Name	Renewal Month	Email	Status	First Opened	Opens	Clicks	Last Activity
Emerson Delgado	Oct 2026 1 month	emerson.delgado@example.com	Delivered	Sep 29, 8:06 AM	2	2	Oct 20, 3:43 PM
Cameron Lindqvist	Oct 2026 1 month	cameron.lindqvist@example.com	Unsubscribed	Sep 29, 10:02 AM	1	0	Sep 29, 10:03 AM
Sydney Whitfield	Oct 2026 1 month	sydney.whitfield@example.com	Delivered	Sep 29, 8:21 AM	2	0	Oct 19, 8:21 AM
Riley Gallo	Nov 2026 2 months	riley.gallo@example.com	Delivered	Sep 29, 12:43 PM	1	1	Oct 14, 3:43 PM
Cameron Kincaid	Nov 2026 2 months	cameron.kincaid@example.com	Delivered	Sep 29, 8:21 PM	3	0	Oct 17, 11:21 PM
Quinn Mercer	Nov 2026 2 months	quinn.mercer@example.com	Delivered	Sep 29, 7:48 AM	4	0	Oct 12, 11:48 AM
Sydney Abernathy	Dec 2026 3 months	sydney.abernathy@example.com	Delivered	Sep 29, 1:34 PM	2	0	Oct 1, 3:34 PM
Reese Marsh	Dec 2026 3 months	reese.marsh@example.com	Delivered	Sep 30, 4:27 AM	3	2	Oct 4, 6:27 AM
Blake Okafor	Dec 2026 3 months	blake.okafor@example.com	Delivered	Sep 29, 7:25 AM	1	0	Sep 29, 7:25 AM
Cameron Whitfield	Dec 2026 3 months	cameron.whitfield@example.com	Delivered	Sep 30, 9:46 AM	1	0	Sep 30, 9:46 AM
Avery Calloway	Mar 2027 6 months	avery.calloway@example.com	Delivered	Not opened	0	0	–
Taylor Ellery	Mar 2027 6 months	taylor.ellery@example.com	Bounced	–	0	0	–
Harper Hendricks	Mar 2027 6 months	harper.hendricks@example.com	Delivered	Sep 29, 1:02 PM	2	1	Oct 5, 9:02 PM
Quinn Marsh	Mar 2027 6 months	quinn.marsh@example.com	Delivered	Sep 30, 6:30 AM	4	0	Oct 5, 9:30 AM
Hayden Ruiz	Mar 2027 6 months	hayden.ruiz@example.com	Delivered	Sep 29, 8:26 PM	2	0	Oct 11, 2:26 AM
Skyler Abernathy	Sep 2027 12 months	skyler.abernathy@example.com	Delivered	Sep 29, 1:01 PM	1	1	Oct 1, 6:01 PM
Taylor Kincaid	Sep 2027 12 months	taylor.kincaid@example.com	Delivered	Sep 29, 5:39 PM	3	0	Oct 18, 10:39 PM

Email Receipt | Emerson Delgado

Riverside Office · Renewal Month: Oct 2026 · Prepared Oct 27, 2026

Created	Sep 28, 2026, 3:42 PM
Sent	Sep 29, 2026, 7:02 AM
Status	**Delivered**
Opens	**2**
Clicks	**2**
First Opened	Sep 29, 2026, 8:06 AM

From	Caitlyn Verdugo, License Compliance
To	emerson.delgado@example.com
Cc	dana.whitmore@example.com, marcus.lee@example.com
Subject	License Renewal: Emerson Delgado

Activity timeline

Every event recorded for this email, newest first.

Date & Time	Event	Details
Oct 20, 2026, 3:43:28 PM	**Clicked a link**	GREC portal (https://ata.grec.state.ga.us/)
Oct 20, 2026, 3:41:36 PM	**Clicked a link (first time)**	GREC portal (https://ata.grec.state.ga.us/)
Sep 29, 2026, 6:11:29 PM	**Opened the email**	
Sep 29, 2026, 8:06:01 AM	**Opened the email (first time)**	
Sep 29, 2026, 7:02:55 AM	**Delivered**	emerson.delgado@example.com
Sep 28, 2026, 3:42:52 PM	**Email created**	

Message as sent

The start of the email this agent received (the full message is kept on file).

Hi Emerson,

On behalf of your Broker Support Team, this is a friendly reminder that your real estate license is set to renew/expire at the end of **October 2026**.

According to GREC records, you have the following outstanding requirements:
CE Credits Needed: **6**
License Law Credits Needed: **3**
Code of Ethics: **Due**
Fair Housing: **Completed**

You can review your license information, including renewal date, education credits and courses taken by visiting your GREC portal. …