

Completed Real Estate License Transfer Form Sample

Download a **completed real estate license transfer form sample** with clear instructions to ensure a smooth and accurate submission process. This guide helps streamline your license transfer, providing essential details and step-by-step directions. Save time and avoid errors by following this comprehensive resource.

Instructions for Completing Your License Transfer

1. **Obtain the Official Transfer Form:** Download from your state's real estate commission website or request from your current or new broker.
2. **Fill Out Personal Details:** Enter your full legal name, license number, and contact information as currently on record.
3. **Provide Previous Brokerage Details:** Include the name and license number of your current (releasing) broker or agency.
4. **New Brokerage Information:** Enter your new employing broker's name, license number, and office address.
5. **Signature and Dates:** Both you and the new broker need to sign and date the form where indicated.
6. **Submit the Form:** Submit the completed form to your state's real estate commission office-either in person, online, or by mail as instructed.
7. **Follow Up:** Confirm your new broker has been notified of approval and your license status is updated in the commission's public records.

Sample Completed License Transfer Form

Transfer/Reassignment of Real Estate License

1. Licensee Information

- Name: Jane E. Agent
- License Number: RL-345678
- Email: jane.agent@email.com
- Phone: (555) 123-4567

2. Releasing Broker Information

- Brokerage Name: Sunny Realty Group
- Broker License Number: BR-21098
- Office Address: 123 Market St, Springfield, ST 12345

3. New Employing Broker Information

- Brokerage Name: Modern Home Realty
- Broker License Number: BR-15975
- Office Address: 456 Oak Ave, Springfield, ST 12345

4. Signatures

- Licensee Signature: _____ Date: 06/22/2024
- New Broker Signature: _____ Date: 06/23/2024

Tips for a Successful Transfer

- Double-check all license numbers and addresses for accuracy.
- Contact both current and new brokers to coordinate timing.
- Keep a copy of your submitted form for your records.
- Watch for confirmation from the real estate commission regarding approval.

[Download Sample Completed Transfer Form \(PDF\)](#)