

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

- Obtain the Official Transfer Form:** Download from your state's real estate commission website or request from your current or new broker.
- Fill Out Personal Details:** Enter your full legal name, license number, and contact information as currently on record.
- Provide Previous Brokerage Details:** Include the name and license number of your current (releasing) broker or agency.
- New Brokerage Information:** Enter your new employing broker's name, license number, and office address.
- Signature and Dates:** Both you and the new broker need to sign and date the form where indicated.
- Submit the Form:** Submit the completed form to your state's real estate commission office-either in person, online, or by mail as instructed.
- 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: <u>Jane E. Agent</u>	
- License Number: <u>RL-345678</u>	
- Email: <u>jane.agent@email.com</u>	
- Phone: <u>(555) 123-4567</u>	
2. Releasing Broker Information	
- Brokerage Name: <u>Sunny Realty Group</u>	
- Broker License Number: <u>BR-21098</u>	
- Office Address: <u>123 Market St, Springfield, ST 12345</u>	
3. New Employing Broker Information	
- Brokerage Name: <u>Modern Home Realty</u>	
- Broker License Number: <u>BR-15975</u>	
- Office Address: <u>456 Oak Ave, Springfield, ST 12345</u>	
4. Signatures	
- Licensee Signature: _____	Date: <u>06/22/2024</u>
- New Broker Signature: _____	Date: <u>06/23/2024</u>

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.

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