



## COMPANY/BRANCH LICENSE ACTIVATION FORM

### INSTRUCTIONS

- Complete this form online and print for submission or print a blank form and complete it in black or blue ink.
- If you will become the new Qualifying Broker of this company, you must attach a new Broker or Multiple Broker application with this form.
- The entire form must be filled in and signed by the activating or transferring Qualifying Broker and mailed to the Commission with the correct fees as outlined below:
  - The fee is \$25.00 to activate an existing company/branch office license which has been renewed but is presently inactive.
  - There is an additional \$25.00 fee if you are activating an inactive broker's license to become the Qualifying Broker of the company below.
  - If you currently have an active broker's license and are transferring to become Qualifying Broker of this company, attach a Registration/Transfer form and a \$25.00 transfer fee.
- **Make check payable to Alabama Real Estate Commission and mail, with forms, to 1201 Carmichael Way, Montgomery, AL 36106.** Complete applications are normally processed within 3 business days from the date received. Once processed, the license will be available for printing by the Qualifying Broker from the Commission's website, arec.alabama.gov, using the Company login (the company license number and the Qualifying Broker's personal information).

Company Name \_\_\_\_\_ Company License Number \_\_\_\_\_  
 Company Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Company Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Company Email Address \_\_\_\_\_ Company Website \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**I hereby request the activation of the above company/branch license and accept responsibility for the actions covered by the Alabama Real Estate License Law of any and all salesperson and associate brokers whose licenses are issued to this company.**

\_\_\_\_\_  
 Print Name of Qualifying Broker

\_\_\_\_\_  
 Signature of Qualifying Broker

\_\_\_\_\_  
 Qualifying Broker's License Number

\_\_\_\_\_  
 Daytime Contact Number

\_\_\_\_\_  
 Qualifying Broker's Email Address

\_\_\_\_\_  
 Date

**If the above company is a branch, the signature of the qualifying broker for the main company is required.**

\_\_\_\_\_  
 Print Name of Qualifying Broker for Main Company

\_\_\_\_\_  
 Signature of Qualifying Broker for Main Company