

REGISTRATION/TRANSFER FORM

INSTRUCTIONS

**Complete this form online and print it for submission OR print the form and complete it in black or blue ink.
Mail the form and fees to 1201 Carmichael Way, Montgomery, AL 36106.**

- **Termination:** Attach licenses(s), complete Part 1 and 2, and return to the Alabama Real Estate Commission.
- **Transfer:** All three parts must be completed or form will be returned. Failure to submit all necessary information, license(s) form(s) and/or check(s) will result in all material being returned. Identification numbers requested may be found on each license and must be shown herein in order for registration to be processed.
- **Fee:** A \$25 fee shall be required of a licensee when a change on a license certificate necessitates the issuance of a new license certificate. Make check payable to Alabama Real Estate Commission and mail with the form.

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). Please contact the Licensing Division at 334.242.5544 with any questions concerning completion of this form.

PART I - Attached hereto is the real estate license of:

Licensee's Name _____

License Type _____ License Number _____

The agent listed above is no longer registered with (*Name of Company*) _____

Former Qualifying Broker (*Please Print Name*)

Signature of Former Qualifying Broker

PART II - Licensee who is requesting change must complete this section.

- Check one:** Issue my license to company listed in Part III
 Issue my license to inactive status and hold at Commission office

Signature of Licensee _____

Home Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone _____ Mobile Phone _____ Work Phone _____

Email Address _____

What is your best contact number (*Please check one*) Home Mobile Work

PART III

I accept the responsibility for the actions of the above licensee and give consent for licensee to do business with company listed below:

Qualifying Broker (*Please print name*)

Qualifying Broker's Signature

Qualifying Broker's License Number

Company Name

Company License Number
(*If forming a new company, license number is pending.*)

Company Phone Number

Date