



Alabama Real Estate Commission
Empowering | Connecting | Educating
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BRIEFLY LEGAL AND COMMISSION NOTE

Company Change of Address Notification Requirement and New License Renewal Postcard

April 30, 2020

TODAY'S QUESTION

Is a company required to notify the Alabama Real Estate Commission when it changes its address?

ANSWER

Yes, a company must notify the Commission when it changes its address. Rule 790-X-3-.01 states that "it shall be a violation for any licensee to change the address of his place of business as set out on his numbered license certificate and fail to notify the Commission in writing within thirty (30) days after such change has been made." This is accomplished by the qualifying broker submitting the written notification along with a \$25 transfer fee for the company or branch license and for each license issued to that company or branch. The notification needs to include both the old and new address of the company. This can be accomplished by using the form titled Company/Branch Change of Name and/or Address Form. It can be found on the Commission's website at arec.alabama.gov under the Forms menu.

It is important to remember that Section 34-27-36(a)(19) *Code of Alabama*, allows for the Commission to take disciplinary action for "violating or disregarding any provision of this chapter or any rule, regulation, or order of the commission." Please take the time to keep your company address updated with us!

As always, if you have any questions about this or any other topic, feel free to contact Starla or Mandy in the legal division at 334-242-5544.

COMMISSION NOTE—NEW License Renewal Postcards from the Commission

This is a license renewal year. On or about June 15, 2020 the Commission will start accepting renewal payments online. If your license is not renewed by the end of July 2020, the Commission will mail you a **RENEWAL POSTCARD** to notify you of the options for renewing and the deadlines associated with renewing.

As an early reminder, the deadline to renew your current license without penalty is August 31, 2020 and licenses expire September 30, 2020. The 2020 renewal issue of *The Update* newsletter will be available this summer. It will be your guide for everything you need to know about your license renewal.

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