



## COMPANY/BRANCH INACTIVATION REQUEST FORM

Complete this form online and print it for submission or print the form and complete it in black or blue ink.

Click the *Submit by Email* button at the bottom of the page to return this form by email.

The form may be returned to the Commission by fax to 334.270.9118 or mail to 1201 Carmichael Way, Montgomery, AL 36106.

You may also scan in your form and email it to the Commission at arec@arec.alabama.gov.

### To close a company or branch, Qualifying Brokers please do the following:

- Complete Section I below. Return the company/branch license to the Commission office.
- Complete Section II below telling us whether you will place your qualifying broker's license inactive or transfer it to another company. Return your current license.
- Return the licenses of all associate brokers and salespersons. They must all either inactivate or transfer to other companies. They can do this online or they can attach a Registration Transfer Form. No one can remain licensed with your company once it is placed on inactive status.
- If your company has branch offices and the parent company is going inactive, the branch offices must also close. Each branch qualifying broker must complete one of these forms and follow the instructions above just as the qualifying broker must for the parent company.
- Please contact the Licensing Division at 334.242.5544 with any questions concerning completion of this form.

### Section I

I, \_\_\_\_\_, wish to place \_\_\_\_\_  
**Qualifying Broker's Name** **Company Name**  
 license number \_\_\_\_\_, on inactive status.

Where would you like the company inactivation notice sent once the Commission receives and processes your request? **Select ONE:**

- Do not mail an inactive notice, company has vacated.
- Mail an inactive notice to the company address on record.
- Mail an inactive notice to the QB's mailing address.

### Section II - Qualifying Broker's Information

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Company Phone \_\_\_\_\_

What is your best contact number (Check one)  Home  Company  Mobile

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

#### After inactivating the company license listed in Section I, transfer my license to the following status

Select One (All forms mentioned below can be located on the Commission's website at arec.alabama.gov under Forms.)

- Inactive
- Transferring as an Associate Broker to the company listed on the attached Registration Transfer Form
- Will become the Qualifying Broker for the company listed on the attached Change of QB Form
- Opening a company and will be the Qualifying Broker for the new company listed on the attached Company or Branch Application
- Activating an existing company and will be the Qualifying Broker for the company listed on the attached Company Activation Form

\_\_\_\_\_  
 Qualifying Broker's Signature