



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.
- The fee is **\$25** to activate a current company or branch license PLUS one of the additional forms and fees below:
 1. If you will be the new Qualifying Broker of this company or branch and are applying to be a new Broker after passing an examination, you must include this Company/Branch License Activation Form, your application for licensure, and the fees indicated on the application for licensure.
 2. If you will transfer your current Broker's license to become the Qualifying Broker of this company or branch, you must include this Company/Branch License Activation Form, your **License Transfer Form**, and an **additional \$25 transfer fee**.
 3. If you will become the Qualifying Broker of this company or branch while being the current broker of an additional licensed Alabama company or branch, then include a **Multiple Broker application**, and **additional \$150 fee**.
 4. If you are activating your current broker license to become the Qualifying Broker of this company or branch, include a **License Activation form**, and an **additional \$25**.
- Forms can be found on the Commission's website, arec.alabama.gov under the Forms section.
- **How to submit:** Mail completed forms to **1201 Carmichael Way, Montgomery, AL 36106**. Make check, money order, or cashier's check payable to "Alabama Real Estate Commission" or "AREC." Complete applications are normally processed within 3 business days from the date received. Once processed, the licenses will be available for printing by the Qualifying Broker, under their login, from the Commission's website, arec.alabama.gov.

Company Name _____ Company License Number _____

Company Street Address _____ City _____ State _____ Zip _____

Company Mailing Address _____ City _____ State _____ Zip _____

Phone Number _____ ☐ Mobile ☐ Office

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 you are activating 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