



License 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.

Inactivation: Complete Parts I and II. Salespersons and associate brokers can inactivate from the Commission's website by logging in to Online Services OR your qualifying broker can inactivate your license using their login, without mailing in this form.

Transferring a Salesperson or Associate Broker: Complete all three parts. Salespersons and associate brokers can transfer from the Commission's website by logging on to Online Services without mailing in this form and fee. The transfer fee is \$25.

Transferring as an active Associate Broker to Qualifying Broker: Complete parts I and II. This **cannot** be done online.

1. If becoming the qualifying broker of a new company or branch, include this form with the Company or Branch application.
2. If becoming the qualifying broker of an existing company or branch include the Change of Qualifying Broker Form.
3. If activating an existing inactive company or branch license, include a Company/Branch License Activation Form.

The transfer fee is \$25, plus the additional fees indicated on the necessary forms you must include. Make checks payable to "Alabama Real Estate Commission or "AREC" and mail with the forms with the forms.

PART I

Licensee's Name _____

License Type _____ License Number _____

The licensee 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 the company listed in Part III.
 - ☐ Issue my license to inactive status.
 - ☐ Associate broker becoming qualifying broker (**NOT complete Section III**)

Signature of Licensee _____

Home Address _____ City _____ State _____ Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone _____ Mobile Phone _____ Work Phone _____

Email Address (We recommend using an email address you have constant access to.) _____

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

PART III – This section must be completed by the Qualifying Broker of the company the licensee is transferring to.

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