



TRANSFER OR ACTIVATE LICENSE REQUEST
 NORTH DAKOTA REAL ESTATE COMMISSION
 SFN 12156 (03/2024)

1120 College Dr Ste 204
 Bismarck ND 58501
 Phone: (701) 328-9749
 Email: ndrec@nd.gov
 Website: realestatend.org

TRANSFER OR ACTIVATE FEE - \$50

Pay online at: <https://www.realestatend.org/pay-bill> (Reference: Transfer or Activate).
 Email completed form and required documents to ndrec@nd.gov

Name (First, Last)		License Number	
Residence Address	City	State	ZIP Code
Mailing Address (if different from above)	City	State	ZIP Code
Telephone Number	Email Address		

My license is currently **ACTIVE** and I am **transferring** to a new firm (Mark all that apply.)

- I have given written notice to my current broker that I am transferring from their firm.
- I have E&O insurance through the company's optional insurance policy.
- I have E&O insurance through RISC.

My license is currently **INACTIVE** and I am applying to **activate** an Inactive License (Mark all that apply.)

- I have E&O insurance through the company's optional insurance policy.
- I have E&O insurance through RISC.
- Resident licensee, contact the NDREC regarding any continuing education (CE) you may need prior to activating.
- Non-resident or reciprocal licensee, attach a Certificate of Licensure (COL) from your state of residence dated within the past 30 days.

I understand that the North Dakota Real Estate Commission (NDREC) staff communicate with licensees primarily through email. *If my email address changes, I must update it through NDREC's Online Services at realestatend.org*

Signature of Licensee	Date
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RELEASE FROM CURRENT BROKER (Complete this if licensee is transferring.)

I agree to release the above real estate licensee from my employ as part of the transfer. I am aware that it is my responsibility to see that the paper license is destroyed and to remove the licensee's name and license number posted on my website.

Signature of Current Broker	Print Name	Date Effective
Print Firm Name		

NEW EMPLOYING BROKER – AGREEMENT TO EMPLOY

I agree to employ the above real estate licensee as part of the transfer.

Signature of New Employing Broker	Print Name	Date Effective:	
Firm Name		Firm Number	
Physical Address	City	State	ZIP Code
Is this a branch office? <input type="checkbox"/> Yes <input type="checkbox"/> No			

NOTE: For transfers when an inactive license is being **activated**, this form must be completed and all information required must be correct and received by NDREC within 30 days of the date on this form, or the licensee must submit a new transfer form and fee.

For Official Use Only

Receipt Number
Date Paid
Date Updated