



INACTIVE STATUS REQUEST
 NORTH DAKOTA REAL ESTATE COMMISSION
 SFN 61960 (11/2025)

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

Place my North Dakota license on an Inactive status until further notice.

Type of North Dakota Real Estate License <input type="checkbox"/> Salesperson <input type="checkbox"/> Broker* <input type="checkbox"/> Broker Associate *A Firm license is automatically cancelled when a Broker places their license in Inactive status	Effective Date
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Inactive status means you maintain a North Dakota real estate license as long as you renew your inactive license annually and pay the renewal fee.

All inactive licenses must be renewed annually by November 15th. Late renewal fees apply from November 16 through January 15 of the next year. After January 15, inactive licenses that are not renewed for that year are cancelled automatically.

Annual renewal notices are emailed to all active and inactive licensees.

All correspondence from the North Dakota Real Estate Commission (NDREC) will be sent to the email you list below. *If your email changes, you must update it through NDREC's Online Services at realestatend.org.*

You can maintain your inactive status for as long as you want, provided you renew the license annually and pay the renewal fees.

Inactive status means you cannot conduct any real estate business, including referring clients or prospects, and wholesaling.

Inactive licensees are not associated with a broker or a firm unless the inactive licensee is conducting business that does not require an active license. *Remember: referring clients or prospects and wholesaling require an active license.*

You can reactivate an inactive license by meeting the continuing education (CE) and errors and omissions (E & O) insurance required for an active licensee as described in NDAC 70-02-04-02 and NDAC 70-02-05, as well as meeting all other requirements for active licensure.

NDAC 70-02-01-05. Inactive licenses. (4) states: "To reactivate an inactive license, a licensee must meet the continuing education hours as required by section 70-02-04-02 for each continuing education period the licensee's license was inactive, not to exceed the number of hours required for the three continuing education periods prior to reactivation. The requirements of section 70-02-04-02 must have been fulfilled within the three years immediately preceding the return to active status."

You can contact NDREC when activating your license to clarify how many CE hours you need, and any other questions you may have about reactivation.

If an inactive licensee is cancelled with a Cancel License Request or because the inactive license was not renewed, the license cannot be reactivated.

I understand and will follow the law on inactive status, as explained above, and request that my license be placed on inactive status as of the effective date above until further notice.

Signature of Licensee	Date
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CONTACT INFORMATION FOR LICENSEE REQUESTING INACTIVE STATUS

Name (First, Last)		License Number	
Street Address	City	State	ZIP Code
Mailing Address (if different from above)	City	State	ZIP Code
Email Address		Phone Number	
Add Your Personal Email Address or Another Email Address that is NOT Associated with the Brokerage Firm			

RELEASE FROM BROKER

I hereby agree to release the above-named real estate salesperson or associate broker from my firm. I will destroy the above-named licensee's paper license and remove the licensee's name and license number posted on my website.

Print Name of Broker at Firm			
Name of Firm		Firm License Number	
Street Address	City	State	ZIP Code
Mailing Address (if different from above)	City	State	ZIP Code
Email Address		Phone Number	
Signature of Employing Broker		Date	