



**INACTIVE STATUS REQUEST**  
**NORTH DAKOTA REAL ESTATE COMMISSION**  
 SFN 61960 (03/2022)

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	Effective Date
--	----------------

All inactive licenses must be renewed annually by November 15th. All licenses will be automatically cancelled if not renewed. Annual renewal notices are emailed to all active and inactive licensees. All correspondence from the ND Real Estate Commission will be sent to the email address listed below. *If my email address changes, I must update it through NDREC's Online Services at realestatend.org*

All licenses on an inactive status are not associated with a broker or firm. During the time your license is inactive, you do not need to complete continuing education and you do not need to maintain E&O insurance.

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		

**I will not conduct any real estate transactions as a licensee in the State of North Dakota while my license is on an inactive status.**

Signature of Licensee	Date
-----------------------	------

Note: per NDAC 70-02-01-05. Inactive licenses. 4. "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."

When reactivating your license, you may contact our office if you have questions about how much continuing education (CE) you need.

**RELEASE FROM BROKER**

I hereby agree to release the above-named real estate salesperson or associate broker from my employ. 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 Employing Broker	Date
Signature of Employing Broker	Name of Firm