



TRANSFER OR ACTIVATE LICENSE REQUEST

NORTH DAKOTA REAL ESTATE COMMISSION

SFN 12156 (03/2022)

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		
<input type="checkbox"/> My license is currently Active and I am transferring to a new firm <ul style="list-style-type: none"> <input type="radio"/> I have given written notice to my current broker that I am transferring from their firm. <input type="radio"/> Attach a current Errors and Omissions (E&O) Insurance certificate even if you are covered under your firm's policy. 			
<input type="checkbox"/> My license is currently Inactive and I am applying to activate an Inactive License <ul style="list-style-type: none"> <input type="radio"/> Attach a current Errors and Omissions (E&O) Insurance certificate even if you are covered under your firm's policy. <input type="radio"/> Resident licensee, contact the NDREC regarding any continuing education (CE) you may need prior to activating. <input type="radio"/> 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

For Official Use Only

Receipt Number
Date Paid
Date Updated