



Arkansas Real Estate Commission
 612 South Summit Street
 Little Rock, AR 72201
 (501) 683-8010

NOTICE OF REAL ESTATE LICENSE CHANGE

Changes shall become effective when all forms and fees are received and approved by the Arkansas Real Estate Commission (AREC). Forms that are incomplete or not accompanied by the proper attachments may be returned to you.

Name of Licensee for Whom the Change is requested: _____
 (As it appears on license) First Name Middle Name or Initial Last Name

License Number or SS # of Licensee: _____ Effective Date of Change: _____

Signature of Licensee: _____

See reverse side for important INSTRUCTIONS

	CHANGE FROM: Complete only those items that will change. (See additional information on reverse side)	CHANGE TO: Complete only those items that will change. (See additional information on reverse side)
A	License type: <input type="checkbox"/> Salesperson Status: <input type="checkbox"/> Active <input type="checkbox"/> Associate Broker <input type="checkbox"/> Inactive <input type="checkbox"/> Executive Broker <input type="checkbox"/> Principal Broker	License type: <input type="checkbox"/> Salesperson Status: <input type="checkbox"/> Active <input type="checkbox"/> Associate Broker <input type="checkbox"/> Inactive <input type="checkbox"/> Principal Broker
B	<div style="text-align: center;"> <input type="checkbox"/> Main Office <input type="checkbox"/> Branch Office </div> Firm Name: _____ City, State: _____ All licensees, both active and inactive, shall at all times keep the commission informed in writing of their personal residence address, physical business address and mailing address (Regulation 7.6(b)). I hereby certify that I am not taking, and will not take, any listings, management contracts, appraisals, lease agreements, or copies of any such documents, or any other pertinent information belonging to my former Broker. _____ Licensee Signature	<div style="text-align: center;"> <input type="checkbox"/> Main Office <input type="checkbox"/> Branch Office </div> Firm Name: _____ Location Address: _____ Mailing Address: _____ City, State, Zip: _____ Phone Number (with area code): _____ _____ / _____ Principal Broker's Signature PB License #
C	Licensee's Name: _____ Home Address: _____ P. O. Box: _____ City, State, Zip: _____ Home Phone (with area code): _____	Licensee's Name: _____ Home Address: _____ P. O. Box: _____ City, State, Zip: _____ Home Phone (with area code): _____

COMMISSION USE ONLY

Receipt: _____

As Principal Broker, I authorize the issuance of a real estate license with the above named firm.

CHANGE	Blocks to Complete On Reverse Side	Attach License and Pocket Card?	Fee	Documentation and/or Other Information Needed To Complete the Requested Change
Active status to Inactive status (A to I)	A, B, and C	Yes	None	If you are the Principal Broker, then you must provide the location of the firm's records. They must be available for inspection for a period of three years following the year in which the transaction was closed. Also, all persons who were licensed with you must be transferred to another principal broker or placed inactive. Location of Files: _____ _____
Inactive status to Active status (I to A)	A and B (C only if applicable)	No	\$30	Attach proof of continuing education (if applicable), and answer the following: (If "yes" to either question since your last active license, attach copy of complaint and explanation). Have you been convicted or plead guilty or nolo contendere to any crime other than a traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes Have you after the initiation of an investigation, hearing or other administrative action surrendered or had a professional, vocational, or occupational permit, certification or registration denied, revoked, suspended or cancelled or subject to any sanctions, including probation? <input type="checkbox"/> No <input type="checkbox"/> Yes
Salesperson to any type of broker	Use an AREC Initial Issuance form instead of this form.			
Any other type broker to Principal broker	A and B	Yes, for licensee affected by the change	\$30 for licensee affected by the change.	Obtain a firm name approval form from AREC before any further process.
Principal broker to any other type of broker	A and B	Yes, for licensee affected by the change	\$30 for licensee affected by the change.	Principal Brokers must provide the location of the firm's records upon closing that firm. See the section "Active status to Inactive status" above. For Executive Broker status, see "Other"
Change of firm name and/or firm address	B	Yes, for each licensee affected by the change	\$30 for each licensee affected by the change.	<ul style="list-style-type: none"> • Must obtain firm name approval before any further process. • All licenses with the old firm name or address, including any branch offices, must also be changed. This includes if adding "Inc.", "LLC", etc. A new photo of the office sign should accompany this form.
Transferring to another firm	B and C	Yes	\$30	Make sure to sign the back of your license.
Change of Licensee's personal name	C	Yes (unless inactively licensed)	None	Attach legal documentation of the requested name change i.e. marriage certificate, divorce decree, legal name change form. Return the license and pocket card.
Change of residence address	C	No	None	This effects all licensees, both active and inactive per Regulation 7.6(b).
Other	Contact the Arkansas Real Estate Commission (AREC), i.e. becoming an Executive Broker.			

Licensee Signature _____

NOTICE: Copy this form for use as a temporary license. The temporary license will be valid for only thirty (30) days from the effective date listed with a principal broker original signature and **ONLY** when all required information is sent to AREC.