



NORTH CAROLINA REAL ESTATE COMMISSION
 PO Box 17100, Raleigh, NC 27619-7100
 Phone (919) 875-3700 • Fax (919) 877-4222
 Web Address: www.ncrec.state.nc.us

FOR COMMISSION USE ONLY
REPL _____ LIC # _____
NLBIC@ _____
FIRMS _____
CE DEF _____
PRCSSR _____

**BROKER-IN-CHARGE
DECLARATION**

Instructions

1. The broker-in-charge of each real estate office must furnish the following information to the Real Estate Commission. If the firm has more than one office where real estate brokerage activities are conducted, duplicate and submit a separate form for each office. A broker **practicing** alone shall designate himself as **broker-in-charge**.
2. This information must be furnished to the Commission when a firm applies for a Real Estate Firm License and when the broker-in-charge of an office changes.
3. To **register for a broker-in-charge course** or to review course schedules, go to **www.ncrec.state.nc.us**.

BROKER-IN-CHARGE AND FIRM

The broker-in-charge must actively manage the office for which he/she has been designated broker-in-charge and assume responsibility at the office for (1) the active, personal supervision of all real estate salespersons working from such office; (2) the proper retention of current license renewal pocket cards by all brokers and salespersons working from such office, and assuring that each possesses a current real estate license on active status; (3) the proper notification to the Commission of any change of business address or trade name of the firm; (4) the proper conduct of advertising at such office; (5) the proper maintenance of the firm's trust account and trust account records at such office; (6) the proper maintenance and retention of records relating to transactions conducted by the firm at such office; and (7) the proper notification to the Commission of any change in his/her status as broker-in-charge within 10 days following such change; (8) verification to the Commission of the experience of any salesperson at such office; and (9) his/her completion of the Commission's broker-in-charge course within 120 days following designation as broker-in-charge and once every five years thereafter as long as he/she remains broker-in-charge.

BROKER-IN-CHARGE: _____
(Print or Type Name) (NC Real Estate License No.)

FIRM BUSINESS NAME: _____ FIRM LICENSE # _____
(Not required if sole proprietorship)

TYPE OF FIRM: *[check one]* Corporation Sole Proprietorship Partnership LLC

OFFICE ADDRESS: _____
(Street Address or Highway Number)

(City) (State) (County) (Zip) (P.O. Box)

PHONE: () _____ FAX: () _____ E-MAIL: _____

IS THIS A NEW REAL ESTATE OFFICE? YES NO

IF NOT, PROVIDE THE NAME OF THE BROKER-IN-CHARGE YOU ARE REPLACING: _____

Note: Any agent listed on the Commission's records as affiliated with the previous broker-in-charge will be changed to reflect you as their broker-in-charge of record unless you notify us in writing differently.

Certification

By signing below, I hereby certify to the North Carolina Real Estate Commission that I have been duly designated by the Principal Broker of the real estate firm shown herein to serve as broker-in-charge for such firm at the office address listed. I further certify that I shall carry out my responsibilities as broker-in-charge for such office in accordance with Commission rules, that I shall actively supervise any and all licensed real estate salespersons working from such office, and that I will continually maintain my license on active status.

BROKER-IN-CHARGE: _____
(Signature) (Date Signed)

**BROKER-IN-CHARGE
COURSE REGISTRATION FORM**

Four (4) hours of continuing education credit will be awarded for completion of this course. Brokers who have recently been designated as broker-in-charge will be given priority when possible. (Other licensees will be admitted on a space available basis.)

SCHEDULING: The quickest way to register for a scheduled course is on-line at www.ncrec.state.nc.us. You may also register by completing this form and returning it **to the Commission** with your check for **\$45**. Your registration form and fee should be received by the Commission **NO LATER THAN 10 WORKING DAYS PRIOR TO THE REQUESTED SESSION.**

If you choose to register with this form, please select three sessions in the order of your preference. Please understand that we cannot guarantee space for any course requested by mail as courses are filled upon receipt of registration either by our on-line registration system or by mail, whichever is received first. **You are not registered for a class until you receive written confirmation. Please call our office if you do not receive a confirmation. Please write your license number on your check.**

REFUNDS , LATE ARRIVALS, AND RESCHEDULING: A request for a **refund** of the course fee, or a request to **reschedule** for a later date without additional fee, may be granted if the request is *received within 15 days after the scheduled course date*. In order for the request to be granted, the scheduled individual must demonstrate his or her absence or tardiness was the direct result of an emergency situation which was beyond his or her control and could not reasonably have been foreseen or avoided (for example, personal illness or death in the family). Absences due to business conflicts, vacations or the like are not grounds for granting a refund request or a rescheduling request received on or after the course date. Persons reporting late for class will not be admitted and will forfeit the course fee.

Please attend the session you are scheduled for unless you call the Commission's Education Department to reschedule in advance.

Please see page two of this form for a listing of course locations and dates.

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Phone: _____ Fax: _____ E-Mail: _____

First Choice (location and date) Second Choice (location and date) Third Choice (location and date)

NC Real Estate License No. _____ Broker Salesperson

Have you been designated as broker-in-charge within the last 120 days? Yes No

Mail to: NC Real Estate Commission
 Attn: Education Division
 P.O. Box 17100
 Raleigh, NC 27619-7100

Course Fee is \$45
Payable to NC Real Estate Commission
(COURSE FEE INCLUDES *BROKER-IN-CHARGE GUIDE*)

Asheville:

- May 20, 2005** **Class: 8:30-1:00 pm**
- August 19, 2005** **Class: 8:30-1:00 pm**
- October 21, 2005** **Class: 8:30-1:00 pm**
- December 13, 2005** **Class: 8:30-1:00 pm**

Holiday Inn-East/Blue Ridge Parkway
 (Exit 55 off I-40)
 1450 Tunnel Road,
 (828) 298-5611

Boone:

- September 23, 2005** **Class: 8:30-1:00 pm**

Quality Inn Appalachian Conference Ctr.
 949 Blowing Rock Rd
 (828) 262-0020

Charlotte:

- May 19, 2005** **Class: 8:30-1:00 pm**
- June 2, 2005** **Class: 8:30-1:00 pm**
- July 12, 2005** **Class: 8:30-1:00 pm**
- August 18, 2005*** **Class: 8:30-1:00 pm**
- September 22, 2005** **Class: 8:30-1:00 pm**
- October 20, 2005** **Class: 8:30-1:00 pm**
- November 15, 2005** **Class: 8:30-1:00 pm**
- December 8, 2005** **Class: 8:30-1:00 pm**

Holiday Inn Airport
 2707 Little Rock Road
 Exit 32 off I-85
 (704) 394-4301

*Only the August 18, 2005 Class will be held at:
 Sheraton Charlotte Airport
 3315 I-85 & Billy Graham Pkwy
 (704) 392-1200

Fayetteville:

- July 25, 2005** **Class: 1:00-5:30 pm**

Clarion Hotel (formerly Plaza Hotel)
 1965 Cedar Creek Road
 Exit 49 on I-95
 (910) 323-8282

Greensboro:

- June 8, 2005** **Class: 1:00-5:30 pm**
- August 15, 2005** **Class: 1:00-5:30 pm**
- November 14, 2005** **Class: 1:00-5:30 pm**

Clarion Hotel (formerly the Radisson)
 415 Swing Road
 Exit 213 on I-40 West
 (336) 299-7650

Jacksonville:

- October 26, 2005** **Class: 1:00-5:30 pm**

Quality Inn
 701 N. Marine Blvd.
 (910) 347-6111

Nags Head:

- October 11, 2005** **Class: 8:30-1:00pm**

Ramada Inn
 1701 S. Virginia Dare Drive
 Kill Devil Hills, NC
 (252) 441-2151

Raleigh:

- May 9, 2005** **Class: 1:00-5:30 pm**
- June 6, 2005** **Class: 1:00-5:30 pm**
- July 7, 2005** **Class: 1:00-5:30 pm**
- August 8, 2005** **Class: 1:00-5:30 pm**
- September 8, 2005** **Class: 1:00-5:30 pm**
- October 4, 2005** **Class: 1:00-5:30 pm**
- November 7, 2005** **Class: 1:00-5:30 pm**
- December 5, 2005** **Class: 1:00-5:30 pm**

McKimmon Conference Center
 1101 Gorman Road
 Western Blvd. & Gorman Rd.
 (919) 515-2277

Rocky Mount:

- July 13, 2005** **Class: 1:00-5:30 pm**

Holiday Inn Rocky Mount
 651 N Winstead Ave
 (252) 937-6888

Wilmington:

- May 25, 2005** **Class: 1:00-5:30 pm**
- August 10, 2005** **Class: 1:00-5:30 pm**
- December 19, 2005** **Class: 1:00-5:30 pm**

Coast Line Convention Center
 501 Nutt Street
 (910) 763-6739

CHECK-IN FOR ALL CLASSES BEGINS 30 MINUTES PRIOR TO THE START OF THE CLASS.