

# LICENSEE CHANGE REQUEST FORM

Return the completed form and all attachments to the **KANSAS REAL ESTATE COMMISSION, #3 Townsite Plaza, Suite 200, 120 SE 6<sup>th</sup> Ave., Topeka, KS 66603-3511. Fax: 785-296-1771. Phone: 785-296-3411.**

**Mark all changes requested.** Note: Section 1 below **must** be completed in order to process **any** change.

- |   |   |
|---|---|
| <input type="checkbox"/> Residence Address Change (Section 1) | <input type="checkbox"/> Reactivation of License (Sections 1 & 4) |
| <input type="checkbox"/> Transfer of License (Sections 1 & 2) | <input type="checkbox"/> Licensee Name Change (Sections 1 & 5)    |
| <input type="checkbox"/> Inactive Status (Sections 1 & 3)     |   |

## SECTION 1

(Please print or type)

LICENSEE NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_  
STREET OR RR CITY STATE ZIP CODE

RESIDENCE PHONE: ( ) \_\_\_\_\_ CELL PHONE: ( ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

LICENSEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION 2

### TRANSFER INSTRUCTIONS

1. Licensee, terminating broker and new supervising/branch broker must complete and sign the section below.
2. Attach the wall license to this change request and submit to the KREC with the **\$15** transfer fee.

**Note:** Transfer of license applies whether moving from one company to another or from one branch to another. Transfers are processed in the order in which they are received and are effective on the date processed by KREC. Please allow 3 business days for processing. Click on "Licensee Look Up" at [www.kansas.gov/krec](http://www.kansas.gov/krec) to verify the transfer has been processed.

This is to certify that the above shown licensee has requested a transfer of license:

FROM: \_\_\_\_\_  
TERMINATING COMPANY NAME COMPANY #

TO: \_\_\_\_\_  
\*\*\*\*NEW COMPANY NAME\*\*\*\* COMPANY #

NEW COMPANY ADDRESS \_\_\_\_\_  
NEW COMPANY PHONE ( ) \_\_\_\_\_

NEW COMPANY FAX ( ) \_\_\_\_\_

SIGNATURE OF LICENSEE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

SIGNATURE OF TERMINATING BROKER \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

SIGNATURE OF NEW SUPERVISING/BRANCH BROKER \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

**\*\*\*\*IF YOU ARE A BROKER AND ARE OPENING A NEW COMPANY AN ADDITIONAL \$25.00 FEE IS REQUIRED. IF THE \$25 IS NOT SUBMITTED THIS FORM WILL BE CONSIDERED INCOMPLETE AND RETURNED TO YOU.\*\*\*\***

## SECTION 3

### INACTIVE STATUS INSTRUCTIONS

1. Licensee and Broker must complete the section provided below and sign.
2. Attach the wall license(s) to the change request and **immediately** return to the Kansas Real Estate Commission.
3. No fee is required to place a license on inactive status.

Note: A license must still be converted or renewed even while on inactive status.

DATE OF TERMINATION \_\_\_\_\_

SIGNATURE OF LICENSEE \_\_\_\_\_

SIGNATURE OF SUPERVISING/BRANCH BROKER \_\_\_\_\_

LICENSEE NAME

LICENSE #

SECTION 4

REACTIVATION INSTRUCTIONS

- 1. Licensee and Broker must complete the section provided below and sign.
- 2. All hours required for reactivation must be on record in order to process this request.
- 3. Submit the completed application and **\$15** reinstatement fee to the KREC.

- 1. Did you renew without education at your last renewal?  YES  NO Last Renewal Date: \_\_\_\_\_  
If answered "yes", proof of completion of those hours must be on record with the Commission prior to the processing of this application.
- 2. Has license been on inactive status for more than two years?  YES  NO Inactive Date: \_\_\_\_\_  
If answered "yes", continuing education totaling six hours for each full year the license has been on inactive must be completed prior to activation. After 5 years or more on inactive status, the licensee must also pass the Kansas licensure exam.
- 3. Within the past six years, have you been convicted of a criminal offense or is there any criminal charge now pending against you (other than minor traffic violations)?  YES  NO
- 4. Within the past six years, has there been a denial, revocation, suspension, voluntary surrender, or any other disciplinary action taken by the state of Kansas or any other jurisdiction against any professional or occupational license held by you?  YES  NO

COMPANY NAME

COMPANY #

COMPANY ADDRESS

( )  
COMPANY PHONE

SIGNATURE OF SUPERVISING/BRANCH BROKER

( )  
COMPANY FAX

I request my license be activated under the company shown above.

SIGNATURE OF LICENSEE

SECTION 5

LICENSEE NAME CHANGE INSTRUCTIONS

As each licensee's expiration date is based on the first letter of his/her last name, a request for name change may affect the expiration/renewal due date. If the expiration date is sooner under the new name, a refund will be issued. If the expiration date will be extended under the new name, an additional prorated license fee is required. Call (785) 296-3413 or e-mail [norma.rolfe@krec.state.ks.us](mailto:norma.rolfe@krec.state.ks.us) for the prorated license fee, if applicable.

- 1. Complete the section provided below and sign.
- 2. If the license is currently on active status, attach the wall license to this change request and submit to the KREC with any applicable license fee.

LICENSEE'S NEW NAME

EFFECTIVE DATE OF CHANGE

SIGNATURE OF LICENSEE

DATE SIGNED