

INSTRUCTIONS FOR COMPLETING THE RESIDENTIAL ADDRESS FORM

- This form should only be completed by the licensee.
- **ALL** licensees are required to notify MREC of any personal address change. When a license is on inactive status, **ALL** correspondence from MREC is sent to the licensee's residential address. If MREC does not have the correct address, the licensee risks not receiving time-sensitive renewal notices. If a license is not renewed in the allowed time, it is **CLOSED**, and cannot be re-opened.
- **NOTE:** Any address changes are to be reported to MREC within ten (10) days of the address change. MREC is not responsible for undelivered correspondence due to incorrect or incomplete addresses.
- If any personal information is incorrect on our website, you **MUST** complete this form and send it to MREC. You cannot update your information yourself on our website. The form may be mailed, faxed, or emailed to info@mrec.state.ms.us

BEFORE MAILING BE SURE THE FOLLOWING HAVE BEEN ADDRESSED:

- Application **MUST** be typed or printed. If it is printed, be sure handwriting is **VERY CLEAR**. MREC is not responsible for any misprints due to illegible handwriting.
- **ALL** questions have been answered in their entirety.

MISSISSIPPI REAL ESTATE COMMISSION

LEFLEUR'S BLUFF TOWER, SUITE 300

JACKSON, MISSISSIPPI 39211

OR

POST OFFICE BOX 12685

JACKSON, MISSISSIPPI 39236-2685

(601) 321-6970 – OFFICE (601) 321-6955 – FAX

www.mrec.ms.gov

RESIDENTIAL ADDRESS FORM

In order for the Commission to provide the most current information to members of the general public and to other licensees, we request that you verify all of your **personal information** at the MREC website at www.mrec.ms.gov and complete the following form ***IF ANY DATA*** has changed or is omitted.

This applies to ALL ACTIVE and INACTIVE licensees.

PRINT OR TYPE CLEARLY

NAME _____

LICENSE # _____

ADDRESS _____

COUNTY _____

HOME PHONE # CELL # _____

FAX _____

E-MAIL _____

SIGNATURE DATE _____