

INSTRUCTIONS FOR COMPLETING THE BROKER TRANSFER APPLICATION

NOTE: This form is ONLY to be used when a BROKER or BROKER/SALESPERSON licensee is transferring to another responsible broker or to their self. This form is NOT TO BE USED by a salesperson licensee to change brokers.

Part I: For current broker/salesperson – this part is to be signed by your current responsible broker. For current brokers – it is not necessary for you to sign this part to release yourself to transfer to another broker.

Part II Section A: Full Name of Transferring Broker – This is the name of the broker licensee who is transferring. Include your current resident address and phone number. **BE SURE TO COMPLETE THE RESPONSIBLE BROKER LINE AND INCLUDE THE COMPANY NAME (IF APPLICABLE).** Your transfer request CANNOT be processed if MREC does not know who you wish to transfer to, or which company you are transferring to (if the responsible broker has a company license). The CORRECT business address **MUST** be listed or your request CANNOT be processed.

NOTARY SECTION – ONLY SIGN AND NOTARIZE THIS MIDDLE SECTION IF YOU ARE GOING TO BE WORKING AS A BROKER/SALESPERSON UNDER A RESPONSIBLE BROKER. If you are going to be your OWN broker, DO NOT CHECK THE BOX AND DO NOT SIGN THIS SECTION!

If you WILL be operating as a broker/salesperson under another responsible broker, the distance between the broker/salesperson and responsible broker CANNOT be MORE than a 1 hour distance. If the distance is GREATER, the transferring broker will either need to select a different, closer responsible broker, or the responsible broker will need to open a branch office at a location within that distance limit for the transferring broker/salesperson to be licensed to.

Part II Section B: The new responsible broker completes this section, signs, and the signature must be notarized. If you are transferring to yourself, your name should be in both blanks, and you sign accepting responsibility for yourself.

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.
- The application fee is included.
- The original wall license is included.
- **All continuing education and E & O insurance are up to date.**
- The application must be notarized and must be received by MREC within 60 days of the notary date.



Mississippi Real Estate Commission

LeFleur's Bluff Tower, Suite 300
4780 I-55 North, Jackson, MS 39211

OR

Post Office Box 12685

Jackson, MS 39236-2685

(601) 321-6970 – Telephone * (601) 321-6955 – Fax

www.mrec.ms.gov

\$50.00 FEE

BROKER TRANSFER APPLICATION

(Application will not be accepted unless typed or printed- CLEARLY)

PART I TERMINATION OF BROKER – BROKER AGREEMENT

I hereby release _____
(Licensee) *(License #)*

(Signature of Responsible Broker) *(Date)*

PART II ESTABLISHMENT OF NEW BROKER – BROKER AGREEMENT

A. Full Name of Transferring Broker _____
(PRINT) *(Home Phone)*
Applicants Resident Address _____
(Number & Street) *(City/State)* *(Zip Code)*
Company Name (if applicable) _____
Business Address _____
(Number & Street) *(City/State/Zip)* *(Office Phone)*

I understand that my original wall license must be returned to the Commission by my former responsible broker before a new license will be issued and I can resume work. I agree not to take ANY listings or other pertinent information from my former broker without his/her written authorization/consent and any other necessary approvals.

I will be working in the capacity of broker-salesperson and will not act independently as a broker. I hereby request my license be issued to the above NEW responsible broker. *(Check box if this applies to you.)*

Transferring Broker's name - printed *Signature of Transferring Broker*

SUBSCRIBED and SWORN to before me, this _____ day of _____, 20 _____

My Commission expires _____
(County) *(State)*

NOTARY PUBLIC

B. I _____, hereby certify that I am a duly licensed broker in the State of
(Name of Responsible Broker)
Mississippi and have "carefully investigated" the record of _____ who has
made application for transfer of his/her license to my real estate brokerage business. I hereby approve such
application and "accept full responsibility" for this broker-salesperson.

Responsible Broker's name - printed *Signature of Responsible Broker*

SUBSCRIBED and SWORN to before me, this _____ day of _____, 20 _____

My Commission expires _____
(County) *(State)*

NOTARY PUBLIC