DISTRICT OF COLUMBIA
REAL ESTATE COMMISSION
SPONSORING BROKER CHANGE/TRANSFER REQUEST

GENERAL INSTRUCTIONS

All applicants must complete every section of this application and submit the original application and original 5X7 license with the total fee due. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514. If you have any questions, call Pearson VUE Customer Service at 888-204-6192.

1. TYPE OF APPLICATION FEES

This form will be returned unprocessed if the fee is not included or if the fee is insufficient. Make check or money order payable to: **P**earson VUE. **CASH PAYMENTS WILL NOT BE ACCEPTED.** You must also submit your original 5X7 license with this request**.**

❑ Sponsoring Broker Change/Transfer	**$30.00**
❑ Change License Designation (identify NEW designation in Section 4)	**$30.00**
❑ Cancel Affiliation	**NO FEE**

CHANGE/TRANSFER FEE = $30.00

MAKE FEE PAYABLE TO:

PEARSON VUE

A charge of $65.00 will be imposed for dishonored checks. ***(Public Law 89-208)***

2A. NAME OF LICENSEE

FIRST NAME **LAST NAME** **M. I.** **SUFFIX** **(e.g. "Jr.", "Sr.", not "M.D.")**

TRADE NAME (Optional – for Independent Brokers and Independent Property Managers ONLY)

2B. SOCIAL SECURITY NUMBER

___ - __ - ____

2C. LICENSE NUMBER

___ _____

PREFIX

3. PREVIOUS SPONSORING BROKER'S RELEASE/CANCEL AFFILIATION

This section MUST be completed by the broker who is releasing the employment of the Salesperson, Associate Broker, or Principal Broker. You must submit your original 5x7 license with this request. To continue to practice in the District of Columbia an **APPLICANT MUST** also have their ***New*** Sponsoring Broker **complete Section 4**. ***If Section 4 is not completed your license status will be inactive.***

COMPANY NAME

COMPANY LICENSE NUMBER **COMPANY FEIN** __ - _____

PRINCIPAL BROKER/INDEPENDENT BROKER SIGNATURE **DATE**

4. NEW SPONSORING BROKER

To continue to practice in the District of Columbia an **APPLICANT MUST** have this section completed by their ***New*** Sponsoring Broker to complete the Sponsoring Broker Change/Transfer. ***If this section is not completed your license status will be inactive.*** Applicants applying to change their license designation to "Independent Broker" should only mark the designation and sign below.

COMPANY NAME

COMPANY LICENSE NUMBER **COMPANY FEIN** __ - _____

If the designation for this license is different than the one identified in the prefix field of section 2C, indicate the new designation below.

❑ Independent Broker – Individual (IB) ❑ Associate Broker (AB) ❑ Principal Broker (PB)

I recommend that the request for transfer by _____ be honored

PRINCIPAL BROKER/INDEPENDENT BROKER SIGNATURE **DATE**

MAIL FORM AND FEE TO:
Pearson VUE/DC Real Estate Commission
Metro-Plex I, 8401 Corporate Drive, Suite 250 • Landover, MD 20785
1-888-204-6192

OFFICE ONLY

License/Letter
Date: _____
Payment Amount: _____
Clerk's Initials: _____