



**Secretary of State
Office of Professional Regulation**

**REAL ESTATE COMMISSION
Change of Information**

Request for Inactive Status

- 1.) Log in to your online account and click "Inactivate License Request".
- 2.) Follow the screen prompts, enter your payment details for the \$25.00 nonrefundable processing fee then click submit.
- 3.) You will receive email notifications once this is received and processed within 3-5 business days.

Change Request

- 1.) Upload this completed form to your online profile by logging in and clicking on "update license or application".
(Releasing broker only needs to sign if they are completing the form and checking the last box)
- 2.) Please allow 3-5 business days for processing. Once a change is made you can print an updated copy of your license by clicking "view/print license".

Licensees Last Name	First Name	MI	VT License #
Real Estate Office Name			VT License #
			083-

- I wish to change an office name.
- I wish to transfer my license to another broker/office.
- Change of principal broker/broker in charge only.
- My signature below releases the above licensee from my supervision (this individual is no longer employed at the office listed above)

Old information			
Name of old office			License #
			083-
Address	City	State	Zip Code
Principal Broker Name and License #		Broker in Charge and License #	
	081-		081-
New information			
Name of new office			License #
			083-
Address	City	State	Zip Code
Principal Broker Name and License #		Broker in Charge and License #	
	081-		081-

Signature of releasing principal broker: _____ Date: ___/___/___

Signature of new principal broker: _____ Date: ___/___/___

Licensee signature: _____ Date: ___/___/___