OFFICE OF PROFESSIONAL REGULATION
VERMONT SECRETARY OF STATE
89 Main Street, 3rd Floor, Montpelier, VT 05620
802-828-1505 | sos.vermont.gov/opr

# Real Estate Change of Information Form

**Application documents are submitted through the Online Services System. Questions can be sent by email to SOS.OPRLicensing3@vermont.gov. Please allow 3-5 business days for processing.**

**Request for Inactive Status**

1.) Log in to your online account and click “Inactivate”.

2.) Follow the screen prompts, enter your payment details for the $25.00 non-refundable 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”.

(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 Name _____ VT License # _____

Real Estate Office Name _____ VT License # _____

____ 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.)

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## Old Information

Name of Old Office _____

Location of Old Office _____

License # of Old Office _____

Principal Broker Name and License # _____

Broker in Charge Name and License # _____

## New Information

Name of New Office _____

Address of New Office _____

License # of New Office _____

Principal Broker Name and License # _____

Broker in Charge Name and License # _____

_____

Signature of Releasing Principal Broker Date

_____

Signature of New Principal Broker Date

_____

Licensee Signature Date

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