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STATE OF DELAWARE
REAL ESTATE COMMISSION

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OFFICE CHANGING BROKER/REQUEST FOR TRANSFER OF MULTIPLE LICENSES

INSTRUCTIONS

This form is for the purpose of transferring Salespersons and Associate Brokers from one BROKER OF RECORD to another BROKER OF RECORD within the same Office/Agency. **ONLY an INCOMING BROKER OF RECORD can submit this form.**

Upload the completed document using the option to Submit Additional Documentation available under OPTIONS on your license tile in DELPROS. The license transfer fee of \$25 is **PER PERSON TRANSFERING** and will be placed in the INCOMING BROKERS cart for payment, **after the form is received and reviewed**. The payment must be completed BEFORE this request will be processed.

OFFICE/AGENCY WHERE THE BROKER OF RECORD IS CHANGING

Office is located in Delaware or Out of State

Office/Agency **Delaware** License Number: _____ E-mail Address _____

Office/Agency Name: _____

Physical Address: _____

City

State

Zip

STATEMENT TO BE SIGNED BY THE RELINQUISHING BROKER OF RECORD

As the **RELINQUISHING** BROKER OF RECORD, I accept that I am RELINQUISHING BOR responsibilities of the OFFICE listed above and the page 2 list of Salesperson and Associate Brokers to the INCOMING BROKER OF RECORD listed below.

Signature: _____ Date: _____

RELINQUISHING BROKER OF RECORD NAME: _____

Broker's DE License Number: RB - _____

STATEMENT TO BE SIGNED BY THE INCOMING BROKER OF RECORD

As the **INCOMING** BROKER OF RECORD, I accept the BOR responsibilities of the OFFICE listed above and the Salesperson and Associate Brokers listed on page 2.

Signature of Incoming Broker: _____ Date: _____

INCOMING BROKER OF RECORD NAME: _____

Broker's DE License Number: RB - _____

INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED.

