

**UPLOAD this form with all signatures from the OPTIONS menu on the License tile on your Dashboard.**



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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/Agency 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.**

