

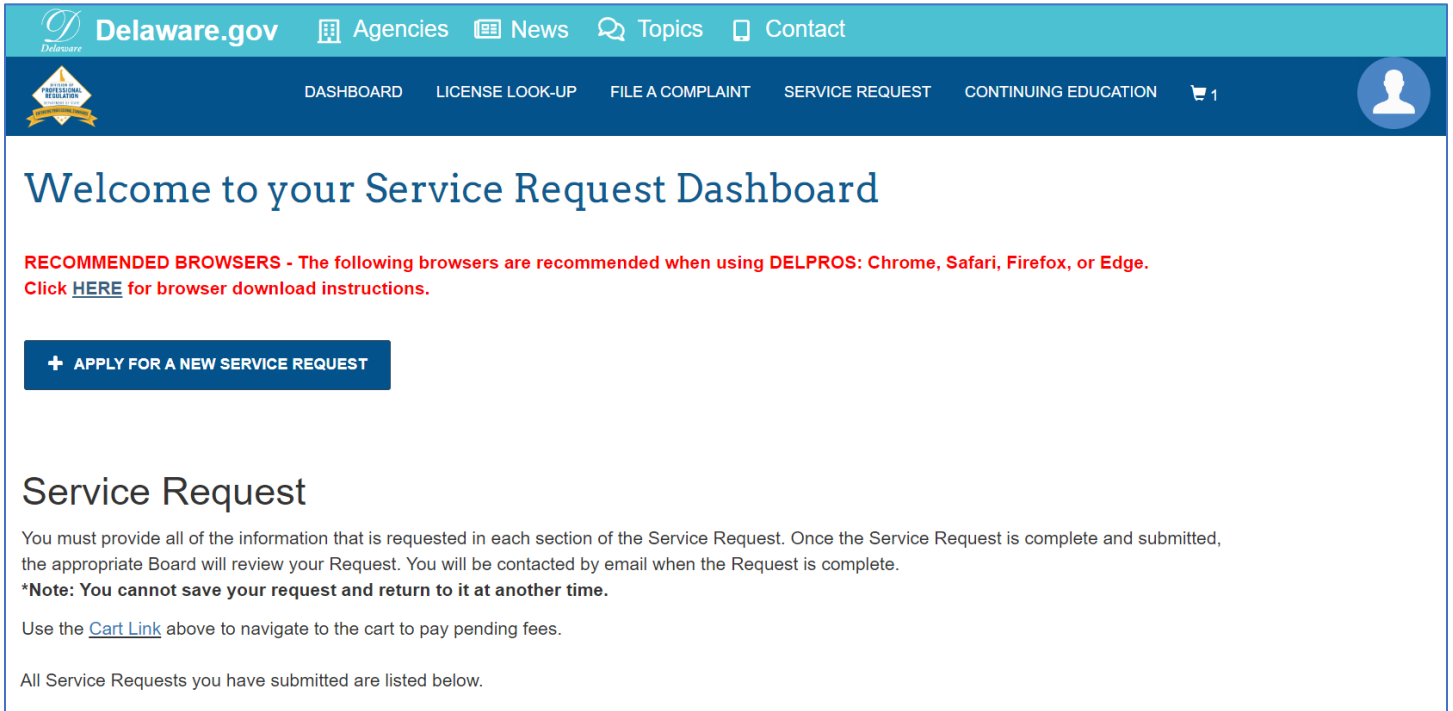
New Service Request (SR): Multiple Transferring Licenses Request

This service request is to be used when a DE-Licensed Broker of Record (BOR) is transferring to become the new BOR within the same Office and needs to transfer all associated Salesperson and Associate Broker licensees from the exiting BOR to the incoming BOR.

NOTE: The office can be in physically located in Delaware or out of state.

Only a DE-License Broker in **Active** or **Probation** status can submit this service request.

Dashboard to Apply for a New Service Request:



The screenshot shows the top navigation bar of the Delaware.gov website. The main header includes the Delaware.gov logo and links for Agencies, News, Topics, and Contact. Below this is a dark blue navigation bar with links for DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION, along with a shopping cart icon showing 1 item and a user profile icon.

Welcome to your Service Request Dashboard

RECOMMENDED BROWSERS - The following browsers are recommended when using DELPROS: Chrome, Safari, Firefox, or Edge. Click [HERE](#) for browser download instructions.

[+ APPLY FOR A NEW SERVICE REQUEST](#)

Service Request

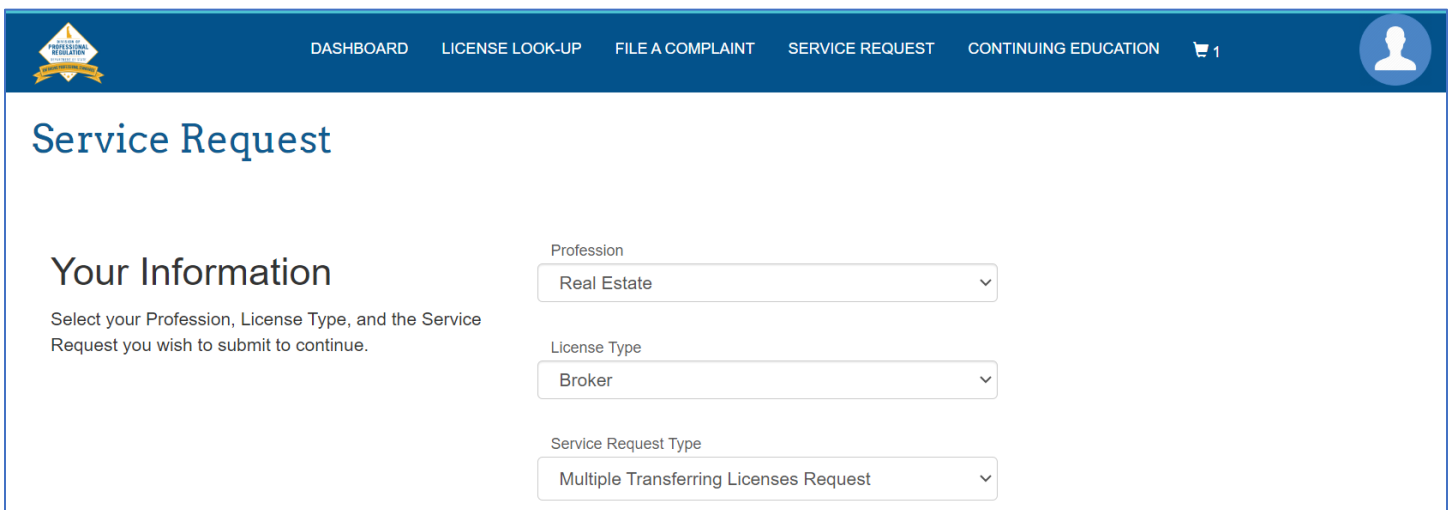
You must provide all of the information that is requested in each section of the Service Request. Once the Service Request is complete and submitted, the appropriate Board will review your Request. You will be contacted by email when the Request is complete.

***Note: You cannot save your request and return to it at another time.**

Use the [Cart Link](#) above to navigate to the cart to pay pending fees.

All Service Requests you have submitted are listed below.

Select Profession, License Type and Service Request Type





The screenshot shows the 'Service Request' form on the Delaware.gov website. The form is titled 'Your Information' and includes three dropdown menus for selection:

- Profession: Real Estate
- License Type: Broker
- Service Request Type: Multiple Transferring Licenses Request

Below the form, there is a note: 'Select your Profession, License Type, and the Service Request you wish to submit to continue.'

Eligibility Question: Are transferring your current DE-Broker license to become the new Broker of Record within the same Office/Agency AND need to transfer all associated Salespersons and Associate Brokers from the exiting Broker of Record to you?


DASHBOARD
LICENSE LOOK-UP
FILE A COMPLAINT
SERVICE REQUEST
CONTINUING EDUCATION


1

Service Request

Your Information

Select your Profession, License Type, and the Service Request you wish to submit to continue.

Profession
Real Estate

License Type
Broker

Service Request Type
Multiple Transferring Licenses Request

Eligibility Questions

Please answer these questions before you proceed.

Are transferring your current DE-Broker license to become the new Broker of Record within the same Office/Agency AND need to transfer all associated Salespersons and Associate Brokers from the exiting Broker of Record to you?
 Yes No

Select	License Number	Profession	License Type
<input type="checkbox"/>	RB-0031255	Real Estate	Broker
<input type="checkbox"/>	RB-0031256	Real Estate	Broker

CANCEL
SAVE AND CONTINUE


Answering NO will not allow the user to proceed and will display the following message:


You are **NOT** eligible to submit this request. You must submit a License Transfer.

OK

User must select the **correct** Broker license to proceed if they hold multiple Broker licenses.

Employing Main or Branch Office Information


DASHBOARD
LICENSE LOOK-UP
FILE A COMPLAINT
SERVICE REQUEST
CONTINUING EDUCATION


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Service Request

Multiple Transferring Licenses Request

For a Delaware licensed Broker of Record to request to transfer multiple Salesperson or Associate Broker licenses to another Real Estate office where the transferring licensees will be employed. **The employing Broker of Record for the office must be licensed in Delaware.**

Employing Office Information

This is the physical address location of the Main or Branch office that will become the new Office address location for all transferring Salespersons or Associate Brokers.

- If the Real Estate Office is located in Delaware, search for and select the license or application number of the Main or Branch Office Permit. If the Main or Branch Office is currently in process, the service request will be processed upon approval of the Main or Branch office application.
- If the Office is located outside Delaware, enter the Office Name and Physical address location in the required fields shown.

Is the Real Estate Office located in Delaware?
 Yes No

Search for and select the name, license, or application of the Real Estate Office:

If the office is located in Delaware you can search by:

Office name:

License number:

Application number:

Employing Office Information

This is the physical address location of the Main or Branch office that will become the new Office address location for all transferring Salespersons or Associate Brokers.

- If the Real Estate Office is located in Delaware, search for and select the license or application number of the Main or Branch Office Permit. If the Main or Branch Office is currently in process, the service request will be processed upon approval of the Main or Branch office application.
- If the Office is located outside Delaware, enter the Office Name and Physical address location in the required fields shown.

Is the Real Estate Office located in Delaware?

Yes No

Name of Broker Office:

Broker Office Address Line 1:

Broker Office Address Line 2:

Broker Office City:

Broker Office State:

Broker Office Zip Code:

If located out of state, must provide Office Name, Address, City, State and Zip Code.

NOTE: Address Line 2 is **NOT** required.

Transferring Licensee Information

Transferring Licensee Information

To search for and add a transferring licensee, click the **ADD AFFILIATION** button to add the **Salesperson** or **Associate Broker** whose license must be in **Active** or **Probation** status.

- Search by **Name**, **License Number**, or **License Type**.
- Select the correct value from drop down.
- Complete all information and click the **ADD** button to save your entry.

Search by License Number or Name

Search License By Number/Applicant Name/Licensee Name

* RS-0037399

JESUS TROY LASTNAME13649, RS-0037399, Salesperson

Start Date

*

CANCEL

ADD

ADD AFFILIATION

JESUS TROY LASTNAME13649, RS-0037399, Salesperson

Start Date: 5/1/2024

LUIS LASTNAME11846, RS-0037418, Salesperson

Start Date: 5/1/2024

ADD AFFILIATION

CANCEL

PROCEED






Error

You must add more than two (2) transferring licenses to proceed.

OK

NOTE: You will receive the above Error message if attempt to proceed with less than at least 3 transferring licensees.

Screen Display: When you add multiple transferring Salesperson or Associate Broker licenses:

LUIS LASTNAME11846, RS-0037418, Salesperson Start Date: 5/17/2024	 
JOHN COYLE LASTNAME16437, RS-0037660, Salesperson Start Date: 5/17/2024	 
PAMELA M LASTNAME11037, RA-0002803, Associate Broker Start Date: 5/17/2024	 
MEGAN LASTNAME17177, RS-0036873, Salesperson Start Date: 5/6/2024	 
KARLA A. LASTNAME18017, RS-0022676, Salesperson Start Date: 5/6/2024	 
JESUS TROY LASTNAME13649, RS-0037399, Salesperson Start Date: 5/6/2024	 
MICHAEL EVANS LASTNAME11102, RS-0036872, Salesperson Start Date: 5/17/2024	 
MICHAEL PAUL LASTNAME15270, RS-0024125, Salesperson Start Date: 5/6/2024	 
RICHARD T. LASTNAME15782, RA-0020336, Associate Broker Start Date: 5/13/2024	 
PAMELA M LASTNAME11037, RA-0002803, Associate Broker Start Date: 5/6/2024	 
ERIK M. LASTNAME14280, RA-0020245, Associate Broker Start Date: 5/13/2024	 
ROBERT F. LASTNAME13194, RS-0009404, Salesperson Start Date: 5/13/2024	 
KELLIE LASTNAME10964, RS-0019180, Salesperson Start Date: 5/6/2024	 
FRANCIS J. LASTNAME17697, RS-0022547, Salesperson Start Date: 5/6/2024	 
HOVIK LASTNAME18060, RS-0024463, Salesperson Start Date: 5/6/2024	 

Attachments

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION 1

Service Request

Multiple Transferring Licenses Request

For a Delaware licensed Broker of Record to request to transfer multiple Salesperson or Associate Broker licenses to another Real Estate office where the transferring licensees will be employed. **The employing Broker of Record for the office must be licensed in Delaware.**

Attachments

Upload the requested Document(s) by clicking the **Choose File** button under each submission, then click the **Upload** button. Repeat this process to upload multiple files. After upload of all files, click **Save** to continue.

Files must be less than 20 MB in size.

***Required**

Signed Statement By Releasing Broker of Record

Upload the signed form from the **current** Broker of Record releasing the Salesperson or Associate Broker from under their employ.

Click **HERE** to download the releasing Broker form.

Choose File No file chosen

Uploaded Documents
DE E RW201 Outline.pdf

Broker will be required to upload the Releasing Broker of Record statement for the list of agents that will moving under their employ.

UPLOAD

CANCEL **SAVE AND PAY**

Cart

NICHOALE WILLIAMS`s Cart

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your home page, simply click on the DASHBOARD link located at the top of the page.
To continue paying, select the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then click the CONTINUE button.
ALL PAYMENTS ARE NON-REFUNDABLE.
Important! Do not save your credit card or any other information on a public computer!

Cart #X-2024-04-16_09-47-19

Items Checkout Confirmation

Fees

<input type="checkbox"/>	Type	Licensee Name	Fee Type	Amount	Amount Outstanding	Delegate Status
<input type="checkbox"/>	Temporary Speech/Language	NICHOALE WILLIAMS	New Application	\$65.00	\$65.00	
<input checked="" type="checkbox"/>	Broker Multiple Transferring License	NICHOALE WILLIAMS	Multiple Transferring Licenses Request	\$850.00	\$850.00	

For each affiliation added for a salesperson and/or associate broker, a \$25.00 fee will be charged.
For example, 34 licensees added x \$25 = \$850.00

CONTINUE