

**UPLOAD this form with all signatures  
(and attachments if applicable) from  
the OPTIONS menu on the License tile  
on your Dashboard.**



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**STATE OF DELAWARE  
REAL ESTATE COMMISSION**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@delaware.gov](mailto:customerservice.dpr@delaware.gov)

**REQUEST FOR TRANSFER**

**1. Licensee Name:** \_\_\_\_\_ **License Number: R** \_\_\_\_ - \_\_\_\_\_

REQUEST TO BE SIGNED BY TRANSFERRING LICENSEE

***Transfer my license to the office of the undersigned Broker whose employ I will enter when the Commission Office receives this request.***

Are you the Broker of Record of the office you are leaving? Yes ☐ No ☐ **If yes, enter the following about your replacement:**

Name: \_\_\_\_\_ License Number: R \_\_\_\_ - \_\_\_\_\_

**Transferring Licensee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
Street City State Zip

**E-mail Address:** \_\_\_\_\_

STATEMENT TO BE SIGNED BY EMPLOYING BROKER OF RECORD

***I request that the above licensee be transferred to my office.***

**Signature of Employing Broker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Employing Broker:** \_\_\_\_\_ **Broker's DE License Number: R** \_\_\_\_ - \_\_\_\_\_

**Agency Name:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
City State Zip

STATEMENT TO BE SIGNED BY RELEASING BROKER OF RECORD

***I release the above licensee from my office.***

**Signature of Releasing Broker:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Releasing Broker:** \_\_\_\_\_ **Broker's DE License Number: R** \_\_\_\_ - \_\_\_\_\_

- ☐ **Electronic payment \$30.00 transfer fee.**
- ☐ **IF you are transferring from an office outside Delaware to an office in Delaware, upload an original Certificate of Licensure History.**
- ☐ **Please destroy original license and pocket card.**
- ☐ **Current/releasing broker refused to sign form.**

**REQUESTS NOT ACCOMPANIED BY THE REQUIRED FEE AND DOCUMENT WILL BE REJECTED**