



**DISTRICT OF COLUMBIA
BOARD OF REAL ESTATE
SPONSORING BROKER CHANGE/TRANSFER REQUEST**

GENERAL INSTRUCTIONS

All applicants must complete every section of this application and submit the original application with the total fee due. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514. If more space is needed to fully answer questions, attach additional sheets. If you have any questions, call Pearson VUE Customer Service at 888-204-6192. Include your license with this request.

1. TYPE OF APPLICATION AND FEES

This form will be returned unprocessed if the fee is not included or if the fee is insufficient. Make check or money order payable to: **Pearson VUE**.

CASH PAYMENTS WILL NOT BE ACCEPTED.

- Sponsoring Broker Transfer \$30
- Change License Designation (identify NEW designation in Section 4) \$30
- Cancel Affiliation NO FEE

CHANGE/TRANSFER FEE = \$30.00

MAKE FEE PAYABLE TO:

PEARSON VUE

*A charge of \$65.00 will be imposed for dishonored checks.
(Public Law 89-208)*

2A. NAME OF LICENSEE

FIRST NAME	LAST NAME	M.	SUFFIX
(e.g. "Jr.", "Sr.", not "M.D.")			

TRADE NAME (Optional – for Independent Brokers and Independent Property Manager ONLY)

2B. SOCIAL SECURITY NUMBER

2C. LICENSE NUMBER

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

PREFIX

3. PREVIOUS SPONSORING BROKER'S RELEASE

If changing sponsoring broker, this section is to be completed by the broker who is releasing the employment of the Salesperson, Associate Broker, or Principal Broker. You must include the license with this request.

COMPANY NAME

--	--	--	--	--	--	--	--	--	--

COMPANY LICENSE NUMBER

--	--	--	--	--	--	--	--	--	--

COMPANY FEIN

PRINCIPAL BROKER SIGNATURE

DATE

4. NEW SPONSORING BROKER

ALL APPLICANTS should have this section completed by their New sponsoring broker, making sure that the new license designation is marked in section 1 (above). Applicants applying to change their license designation to 'Independent Broker' should only mark the designation and sign below. You cannot change from a salesperson to a broker designation using this form.

COMPANY NAME

--	--	--	--	--	--	--	--	--	--

COMPANY LICENSE NUMBER

--	--	--	--	--	--	--	--	--	--

COMPANY FEIN

If the designation for this license is different than the one identified in the prefix field of section 2C, indicate the new designation below:

- Salesperson
- Associate Broker (AB)
- Property Manager (PM)
- Principal Broker (PB)
- Independent Broker – Individual (IB)
- Independent Broker – Firm (IBF)
- Independent Broker – (Franchise (IBR))
- Independent Broker – Association (IBA)

I recommend that the request for transfer by _____ be honored

PRINCIPAL BROKER/INDEPENDENT BROKER SIGNATURE

DATE

MAIL FORM AND FEE TO:
Pearson VUE/DC Board of Real Estate

8201 Corporate Drive, Suite 400 • Landover, MD 20785
1-888-204-6192

OFFICE ONLY

License/Letter
Date: _____
Payment Amount: _____
Clerk's Initials: _____