

Georgia Real Estate Commission  
Suite 1000 - International Tower  
229 Peachtree Street, N. E.  
Atlanta, Georgia 30303-1605

Telephone Number: (404) 656-3916

Fax Number: (404) 656-6650 - **\*\*If you are faxing this application DO NOT mail the original\*\***

EMAIL Address - [greemail@grec.state.ga.us](mailto:greemail@grec.state.ga.us)

Website Address - [www.grec.state.ga.us](http://www.grec.state.ga.us)

## CHANGE APPLICATION

- \* **Do not fax your application if a fee is required. Your application will be considered incomplete.**
- \* **Incomplete /Incorrect applications will be returned unprocessed and will be charged a \$25.00 fee.**
- \* **Any fee required must be submitted by check or money order payable to: Georgia Real Estate Commission**
- \* **To open a firm, re-open a firm, close a firm, or change the qualifying broker; contact the Commission for additional forms.**

Some of the transactions used by this application can be done on-line at [www.grec.state.ga.us](http://www.grec.state.ga.us) and select online transactions. Individual licensee's can perform address and phone number changes. Brokers can release and add agents to their firm on-line. If the on-line transaction is used, DO NOT mail or fax this application to the Commission.

If you have received this form with a notice that \$25.00 is due, or you have failed to notify the Commission within 30 days of an address change, leaving a company, or affiliating with a company, you must mail this application to the above address with a check or money order for \$25.00 (cash or credit cards are not accepted).

### INSTRUCTIONS

#### 1. TRANSFER TO A NEW COMPANY

- a. Complete Sections I, II, III, IV, and V. **(Signatures are required in Sections III, IV and V)**
- b. If you fail to transfer to a new company within one month of leaving your former firm **or** if you fail to notify the Commission within one month of your transfer to a new company, you must pay a \$25 late fee.
- c. Transferring brokers must contact the Commission for additional forms.

#### 2. BECOMING INACTIVE

- a. Complete Section I, II, III, and IV. **(You cannot become inactive without the releasing broker's signature, Section IV). Submit your original wall certificate and pocketcard.**
- b. If you file this application with the Commission more than one month from the date of the releasing broker's signature in Section IV, you must pay a \$25 late fee.
- c. You must submit renewal fees and a renewal application for each renewal period you are on inactive status or your license will lapse.
- d. You must complete your Postlicense course within the first year or your licensure as a salesperson will lapse.
- e. Brokers, Sole Proprietorships, Corporations, Partnerships, and Limited Liability Companies must contact the Commission for additional forms.

#### 3. ACTIVATING AN INACTIVE LICENSE

- a. Complete Sections I, II, III, and V.
- b.
  1. If (a) your license has been inactive for less than two years, (b) your last renewal period ended during those two years, and (c) you did not submit proof of the required continuing education hours with your last renewal application, you must submit continuing education certificates showing that you have completed 24 hours of continuing education in an approved course(s).  
**If you are a salesperson and you completed the required Sales Postlicense course during your last renewal period, contact the Commission for the number of hours due to reactivate your license.**
  2. If your license has been on inactive status for more than two years, you must submit **original** education certificates reflecting satisfactory completion of at least six hours of continuing education in an approved course(s) for **each year or portion of a year** that your license has been on inactive status. You must complete the required course(s) no more than 12 months prior to the submission of this application, unless you have continued to meet the continuing education requirement for each renewal period while your license was on inactive status including the current renewal period.
  3. No fee is required if all renewal fees have been paid and proof of the education required in 3(b.1) and 3(b.2) above is submitted with this application.

8/08/05

GEORGIA REAL ESTATE COMMISSION

CHANGE APPLICATION

**4. CHANGE OF LICENSE TYPE**

- a. Complete Sections I, II, and III, or Sections I, II, III, IV, and V if transferring.
- b. No fee is required unless a qualifying broker, broker, or associate broker changes license type to a salesperson.  
For that change, submit a cashier's check or money order in the amount of **\$170.00**.
- c. Brokers must contact the Commission for additional forms.
- d. Submit original wall certificate and pocket card.

**You cannot use this application to change your license type from salesperson or community association manager to associate broker or broker.**

**5. LICENSEE NAME CHANGE**

- a. Complete Sections I, II, and III.
- b. Submit original wall certificate and pocket card.

**6. LICENSEE ADDRESS OR TELEPHONE NUMBER CHANGE**

- a. Complete Sections I, II, and III.
- b. If you file this application with the Commission more than one month after the change, you must pay a \$25 late fee.

**7. REPLACING LOST OR DAMAGED LICENSE**

- a. Complete Sections I, II, and III.

**8. BROKER ACQUIRING AN ADDITIONAL LICENSE AS AN ASSOCIATE BROKER**

- a. Complete Sections I, II, III, and V. Section V must be completed by the broker with whom you will have the second license.
- b. Answer the question and sign the application in Section II regarding Rule 520-1-.07 (3).  
***You can hold only one associate broker's license.***

**9. ACQUIRING AN ADDITIONAL LICENSE AS A BROKER**

- a. Complete sections I, II, III, and V.
- b. Submit the proper firm application and information.

**10. SURRENDER OF AN ADDITIONAL LICENSE AS AN ASSOCIATE BROKER**

- a. Complete Sections I, II, III, and IV. **(Signatures are required in Section III and Section IV)**
- b. Submit your original wall certificate and pocket card.

**11. SURRENDER OF AN ADDITIONAL LICENSE AS A BROKER**

- a. Complete Sections I, II, III, and IV. **(Signatures required in Section III and Section IV)**
- b. Submit your original wall certificate and pocket card.
- c. Submit the proper firm application and information.

**12. SURRENDER OF A SALESPERSON OR ASSOCIATE BROKER CORPORATION, PARTNERSHIP, OR LIMITED LIABILITY COMPANY**

- a. Complete Sections I, II, III, and V. **(Signatures required in Section III and Section V).** *If you will be transferring to a new company you must complete Sections I, II, III, IV, and V.*
- b. Submit your original wall certificate and pocketcard.

**13. LICENSEE DECEASED - COMPLETE SECTIONS, I,II,III,IV. (SUBMIT ORIGINAL WALL CERTIFICATE AND POCKET CARD)****\* NOTIFICATION OF REQUEST FOR SOCIAL SECURITY ACCOUNT NUMBER (SSAN)**

You are asked to provide your social security account number (SSAN) on this application. The disclosure of your SSAN is **mandatory**. Failure to disclose your SSAN shall result in the denial of your application. The SSAN is used by the Georgia Real Estate Commission and Appraisers Board to report to child support and student loan enforcement agencies, to verify your identity, in an investigation, or, other purpose, as the Georgia Real Estate Commission and Appraisers Board may deem necessary. The Georgia Real Estate Commission and Appraisers Board shall not release your SSAN to any third party except as required by law, to another licensing agency or law enforcement agency. Legal authority for this disclosure may be found in O.C.G.A. § 19-11-9.1, O.C.G.A. § 20-3-295(a)(9)(b)&(c) and Public Law 93-579 § 7(2)(A) Privacy Act of 1974.

**GEORGIA REAL ESTATE COMMISSION**

**CHANGE APPLICATION**

All fields marked with\* are required. Applications with blank required fields will be returned unprocessed and charged a \$25.00 fee.

Post Office Box addresses are not allowed for residence addresses.

**\*\*PLEASE PRINT\*\***

FOR OFFICE USE ONLY	
PMD:	FEE:
PI:	DDI:
EDI:	QCI:
CODES:	FI:

**SECTION I**

\*License Number \_\_\_\_\_

\*Licensee's Name \_\_\_\_\_

\*Social Security Number \_\_\_\_\_ \*Date of Birth \_\_\_\_\_

\*Residence Street Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_

\*County of Residence \_\_\_\_\_ \*Residence Phone Number \_\_\_\_\_

Alternate (circle one: pager / cell phone) Phone Number \_\_\_\_\_

Business Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail address \_\_\_\_\_

\*Mail Street Address \_\_\_\_\_

\*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip Code \_\_\_\_\_

\*County of Mail Location \_\_\_\_\_

If your individual name has changed since you were first licensed by the Commission, list any other names that appeared on any license that the Commission issued to you:

**SECTION II**

I am (*check one*):

- \_\_\_ a community association manager
- \_\_\_ a salesperson
- \_\_\_ a associate broker
- \_\_\_ a broker
- \_\_\_ notifying the Commission that this licensee is deceased

My license is (*check one*):

- \_\_\_ active
- \_\_\_ inactive

I am applying to (*check all that apply*):

- \_\_\_ transfer to a new company (active status only)
- \_\_\_ become inactive
- \_\_\_ activate an inactive license
- \_\_\_ change name
- \_\_\_ change address and/or phone number
- \_\_\_ replace lost or damaged wall certificate or pocketcard (please circle which one)
- \_\_\_ surrender a salesperson or associate broker corporation, partnership, or limited liability company
- \_\_\_ surrender an additional license
- \_\_\_ acquire an additional license (\*YOU MUST ANSWER QUESTION AT TOP OF PAGE 4)
- \_\_\_ change license type from associate broker to broker (return original wall certificate and pocket card)
- \_\_\_ change license type from associate broker to salesperson (return original wall certificate and pocket card) \$170.00 FEE
- \_\_\_ change license type from broker to associate broker (return original wall certificate and pocket card)
- \_\_\_ change license type from broker to salesperson (return original wall certificate and pocket card) \$170.00 FEE

**GEORGIA REAL ESTATE COMMISSION**

**CHANGE APPLICATION**

**\*If you are acquiring an additional license you must answer the following question:**

\_\_\_ Yes \_\_\_ No      Have you notified the broker of the firm with which you are (or will be) affiliated as an associate broker of the names of any other firms with which you are affiliated as a broker or qualifying broker? [Rule 520-1-.07 (4)]

**SECTION III - ALL QUESTIONS MUST BE ANSWERED:**

\_\_\_ Yes \_\_\_ No      1. Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer? (If the answer to this question is "Yes", attach details. If you have not **previously** reported the conviction(s) to the Commission, you must also attach certified copies.)

\_\_\_ Yes \_\_\_ No      2. Have you ever been disciplined by the Georgia Real Estate Commission or any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include but are not limited to such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on your rights to operate as a licensee.)

\_\_\_ Yes \_\_\_ No      3. Does your wall certificate and/or pocket card display your current name? If **NO**, return them to the Commission with this application.

If you have answered **YES** to question 1 above, attach a certified copy of **a)** the citation, accusation, information, or indictment that led to the conviction and **b)** a certified copy of the sentence of every conviction. Obtain certified copies from the Clerk of Court in the county in which each conviction occurred. If you have answered **YES** to question 2 above, for every disciplinary action attach **a)** a certified copy of the final order of the licensing agency that imposed the disciplinary action and **b)** any allegations that preceded the final order. Obtain certified copies from the agency that imposed the disciplinary action. You must also attach an explanation of the circumstances surrounding every conviction and sanction and three letters of recommendation.

**FAILURE TO SUPPLY ALL OF THESE DOCUMENTS WILL DELAY THE PROCESSING OF YOUR APPLICATION.**

I, the undersigned applicant, do hereby certify that the information given in this application is true to the best of my knowledge and belief and, if leaving a firm, that I have complied fully with Substantive Regulation 520-1-.07 (5); and I do hereby authorize any authorized representative of the Georgia Real Estate Commission to periodically check and receive any criminal history record information and/or a full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

<b>Applicant's Signature</b>	<b>Date</b>
------------------------------	-------------

**SECTION IV**

Notice is accepted that the above-named licensee will no longer be affiliated with this firm. (If affiliation was ended due to alleged license law violation, please remit details.)

- \_\_\_ Licensee cannot be located to sign this application. I am hereby releasing the licensee and destroying his/her wall certificate.
- \_\_\_ The wall certificate of the above-named licensee has been lost, damaged or destroyed.
- \_\_\_ I have given the wall certificate to the above-named licensee to carry to the licensee's new broker.
- \_\_\_ I am destroying the wall certificate of the above-named licensee and the licensee has been notified.
- \_\_\_ I, the broker, will destroy the wall certificate.

<b>Firm License Number</b>	<b>H-</b>	<b>Firm Name</b>	
<b>Print Name Of Broker</b>		<b>Office Phone Number</b>	
<b>Broker's Signature</b>		<b>Date</b>	

**SECTION V**

I request that the license of the above-named licensee be issued as an affiliate of this firm, and I certify that the licensee has entered into the agreement required by Substantive Regulation 520-1-.07 (5)

- \_\_\_ I have received the wall certificate of the above-named licensee and have properly displayed it.
- \_\_\_ I request that the Commission forward the above-named licensee's wall certificate.

<b>Firm License Number</b>	<b>H-</b>	<b>Firm Name</b>	
<b>Print Name Of Broker</b>		<b>Office Phone Number</b>	
<b>Broker's Signature</b>		<b>Date</b>	

8/8/05