



North Carolina Real Estate Commission
 P.O. Box 17100, Raleigh, N.C. 27619-7100
 Phone (919) 875-3700 • E-mail informationservices@ncrec.gov
 Fax (919) 877-4221 • Web site - www.ncrec.gov

FOR COMMISSION USE ONLY

Date _____
I.S. _____

REQUEST TO REMOVE LICENSEE FROM BROKER SUPERVISION

(To be completed by Qualifying Broker or Broker-in-Charge)

Name of Licensee to be Removed	License Number
Printed Name of Qualifying Broker or Broker-in-Charge	License Number
Firm Name	License Number (Not Required if Sole Proprietorship)
Telephone Number	Email Address (Select One) <input type="checkbox"/> Public <input type="checkbox"/> Private

Effective Date of Change: _____

By signing below, you are acknowledging that the above referenced licensee is no longer affiliated with your firm.

Please Note: The Commission should receive a new properly completed Broker-in-Charge Declaration Form (REC 2.04) prior to the removal of a Broker-in-Charge. Otherwise, when a Broker-in-Charge is removed from a firm, he or she may lose their designation as Broker-in-Charge (but may not lose his or her eligibility to be re-designated). Licenses of provisional brokers with the firm are placed on *Inactive Status* and the address of record for both provisional brokers and brokers is changed to their residence address.

Signature of Qualifying Broker or Broker-in-Charge	Date
--	------

Please allow 3-5 business days for your request to be processed. You and the affected licensee(s) will receive a Notice of License Record Change acknowledging the requested change. If you do not receive a Notice within 30 days, please contact the Commission's Information Services Section.