

# Communicating with the Commission

## Mail

1313 Navaho Drive  
Post Office Box 17100  
Raleigh, North Carolina 27619-7100

## Fax

919/872-0038  
919/981-5023 (Legal Services Division)

## Telephone

919/875-3700

You will receive more prompt service if you use this directory when calling the Commission. If the automated telephone attendant answers your call, you may access the section or division shown in the "Access Code" column by dialing on your touchtone phone the number shown parenthetically ( ).

<b>Subject</b>	<b>Access Codes</b>
• Application form requests . . . . .	Receptionist (0)
• Real estate license renewals and record changes . . . . .	Records Section (1)
• Complaints and legal matters (Consumer complaints/inquiries, pending cases/hearings) . . . . .	Legal Services Division (2)
• Education matters . . . . .	Education Section (3)
• Real estate license qualifications and examinations . . . . .	Application Section (4)
• Real estate firm licensing and licensing by reinstatement or reciprocity . . . . .	Licensing Section (5)
• Complaint investigations and audits . . . . .	Audits and Investigations Division (6)
• Administration, personnel matters and accounting . . . . .	Administration Division (7)
• Other matters . . . . .	Receptionist (0)

## Interactive Voice Response

To retrieve licensee data (license status, CE credits, broker-in-charge information, etc.) from the Interactive Voice Response (IVR) system, use a touchtone phone to dial (919) 850-2753.

## Internet

"Visit" the Commission on-line at **Web Site: [www.ncrec.state.nc.us](http://www.ncrec.state.nc.us)** - your easy access to Commission information. The Internet brings to your computer screen licensing information including the License Law, Commission Rules, Trust Account Guidelines, State Fair Housing Act, general information and guides, sample forms and real estate licensing forms. Also, exam schedules and review dates as well as Commission publications including the *Bulletin* (and index of *Bulletin* articles), *CE Schedule*, Commission brochure and the complete *Question and Answer Series*.

## E-Mail

- Executive . . . . . [exec@ncrec.state.nc.us](mailto:exec@ncrec.state.nc.us)
- Administration . . . . . [admin@ncrec.state.nc.us](mailto:admin@ncrec.state.nc.us)
- Education & Licensing . . . . . [educ@ncrec.state.nc.us](mailto:educ@ncrec.state.nc.us)
- Audits & Investigations . . . . . [ai@ncrec.state.nc.us](mailto:ai@ncrec.state.nc.us)
- Legal Services . . . . . [legal@ncrec.state.nc.us](mailto:legal@ncrec.state.nc.us)
- Records . . . . . [records@ncrec.state.nc.us](mailto:records@ncrec.state.nc.us)

## Fax-on-Demand

The following documents are available from the various Commission Divisions/Sections by dialing on your touchtone phone (919) 850-2757.

<b>Document #</b>	<b>Administration/Records</b>
200	Request to Activate Broker or Salesman License, Notification of Salesman Supervision, Notification of Change of Broker's Business Address
210	Broker-in-Charge Declaration
220	Request for Reissuance of Real Estate License Certificate and/or Renewal Pocket Card
<b>Education/Licensing</b>	
300	Continuing Education Course Schedule
310	Publications Order Form
320	License Examination Schedule and License Examination Review Schedule
330	Basic Trust Account Procedures Course Schedule and Registration Form
340	Order Form for License Examination Candidate Roster/Order Form for Register of New Licensees
350	Verification of Salesman Experience
360	Request for Equivalent Education Credit
<b>Legal Services</b>	
400	Complaint Form
410	Criminal Conviction Reporting Form
420	Residential Property Disclosure Statement
430	Disclosure to Buyer From Seller's Agent or Subagent
<b>Other</b>	
500	1998 Commission Meeting Schedule
510	Request for Program Presenter

Here's a handy list of addresses for you to copy, clip and save for your ready-reference when communicating with the Commission.

**Mail**



1313 Navaho Drive  
Post Office Box 17100  
Raleigh, NC 27619-7100

**Interactive Voice Response**  
(919) 850-2753



**Phone**  
919/875-3700

**Web Site**  
[www.ncrec.state.nc.us](http://www.ncrec.state.nc.us)



**Fax**  
919/872-0038  
919/981-5023 (Legal Services Division)



**Fax-on-Demand**  
919/850-2757

**E-Mail**

Exec. . . . . [exec@ncrec.state.nc.us](mailto:exec@ncrec.state.nc.us)  
Admin. . . . . [admin@ncrec.state.nc.us](mailto:admin@ncrec.state.nc.us)  
Ed. & Lic. . . . . [educ@ncrec.state.nc.us](mailto:educ@ncrec.state.nc.us)  
Audits & Inv. . . . . [ai@ncrec.state.nc.us](mailto:ai@ncrec.state.nc.us)  
Legal Ser. . . . . [legal@ncrec.state.nc.us](mailto:legal@ncrec.state.nc.us)  
Records . . . . . [records@ncrec.state.nc.us](mailto:records@ncrec.state.nc.us)