



NORTH CAROLINA REAL ESTATE COMMISSION
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www.ncrec.gov

<u>FOR COMMISSION USE</u>
DATE _____
I.S. _____

REQUEST TO REMOVE LICENSEE
FROM BROKER SUPERVISION

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

Licensee Name: _____
(Please Print or Type)

License No: _____

Firm Name: _____

Firm License No: _____ (Not required if sole proprietorship)

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 **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.

Printed Name of Qualifying Broker or Broker-in-Charge

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.