



NORTH CAROLINA REAL ESTATE COMMISSION
 P.O. Box 17100 Raleigh, N.C. 27619-7100
 Phone (919) 875-3700 • Email: info@ncrec.gov
 Website: www.ncrec.gov

REPL _____
 LIC# _____
 NLBIC@ _____
 FIRM _____
 Order ID: _____

BROKER-IN-CHARGE DECLARATION

INSTRUCTIONS

1. Qualifications and responsibilities of a broker-in-charge are detailed on page 2 of this form. Please review these carefully.
2. If the firm has more than one office where real estate brokerage activities are conducted, submit a separate form for each office. A broker **practicing alone** shall designate himself or herself as **broker-in-charge**.
3. For **initial** designation, brokers must complete the Commission's *12-hour Broker-in-Charge Course* within three years prior to or 120 days following designation as broker-in-charge.
4. **SPECIAL NOTE:** If you have lost broker-in-charge eligibility, then before you send this form to re-declare as broker-in-charge, Commission Rule A.0110 requires you to complete the following steps in the prescribed order: (*Note that you must have the experience required for initial designation.)
 1. Take the necessary steps to return your license to active status, i.e., pay reinstatement fee and/or complete required education:
 2. File the Activate License form (REC 2.08):
 3. Complete the Commission's *12-hour Broker-in-Charge Course*; and
 4. File the BIC Declaration form (REC 2.04).
5. If you do not receive a Notice of License Record Change within 10 business days after filing this form, you should contact the Commission's Information Services Section.

Licensee Name _____ Licensee No. _____

Firm Name (for which you will be serving as BIC): _____

Firm License No: _____ (Not required if sole proprietorship or when applying for a new firm license)

Type of Firm: Corporation LLC Partnership Sole Proprietorship

Office Physical Address: _____
 (Address) (City) (State) (Zip)

Office Mailing Address: _____
 (Address) (City) (State) (Zip)

Public Phone: _____ Private Phone: _____

Public Email: _____ Private Email: _____

Is this a new office for this firm? Yes No (If not, provide the name of the current Broker-In-Charge you are replacing)

Current Broker-In-Charge: _____ License No. _____

Note: Any agent listed on the Commission's records as affiliated with the previous broker-in-charge will be changed to reflect you as their broker-in-charge of record unless you notify us in writing differently.

Certification

I certify to the North Carolina Real Estate Commission that I have been duly designated by the Qualifying Broker of the real estate firm shown herein to serve as broker-in-charge for such firm at the office listed and that I have the experience required for such designation. I further certify that I shall carry out my responsibilities as broker-in-charge for such office in accordance with the Commission's rules, that I shall directly supervise any and all licensed real estate provisional brokers working from such office, and that I will continually maintain my license on active status.

 Signature

 Date

*PLEASE NOTE THAT THIS FORM MUST BE FILED WITH THE COMMISSION WITHIN 30 DAYS OF THE DATE SIGNED TO BE VALID

The information provided here is only a summary. For a complete description of the qualifications and responsibilities of a broker-in-charge, please review Commission Rule A.0110.

QUALIFICATIONS

The broker-in-charge of an office is designated by the Qualifying Broker of the real estate firm for which he/she wishes to serve as broker-in-charge. To qualify as a broker-in-charge, a broker cannot be a provisional broker and must:

1. possess at least two years of full-time real estate brokerage experience or equivalent part-time real estate brokerage experience within the previous five years or real estate education or experience in real estate transactions that the Commission finds equivalent to such experience; and
2. complete the Commission's *12-hour Broker-in-Charge Course* either within three years prior to designation as a broker-in-charge or within 120 days following designation.

SPECIAL NOTE: If you have lost broker-in-charge eligibility, then before you send this form to re-declare as broker-in-charge, Commission Rule A.0110 requires you to complete the following steps in the prescribed order:

(*Note that you must have the experience required for initial designation.)

1. Take the necessary steps to return your license to active status, i.e., pay reinstatement fee and/or complete required education:
2. File the Activate License form (REC 2.08):
3. Complete the Commission's *12-hour Broker-in-Charge Course*: and
4. File the BIC Declaration form (REC 2.04).

If you wish to request a waiver of experience based on education or actual experience, contact the Education and Licensing Division (919-875-3700) for instructions.

BIC RESPONSIBILITIES

The broker-in-charge must actively manage the office for which he/she has been designated broker-in-charge and assume responsibility at the office for:

1. the retention of current license renewal pocket cards by all brokers employed at the office for which he/she is broker-in-charge; the proper display of licenses at such office in accordance with Rule .0101; and assuring that each broker employed at the office has complied with Rule .0503, .0504, and .0506.
2. the proper notification to the Commission of any change of business address or trade name of the firm and the registration of any assumed business name adopted by the firm for its use;
3. the proper conduct of advertising by or in the name of the firm at such office;
4. the proper maintenance at such office of the trust account or escrow account of the firm and the records pertaining thereto;
5. the proper retention and maintenance of records relating to transactions conducted by or on behalf of the firm at such office;
6. the proper supervision of provisional brokers associated with or engaged on behalf of the firm at such office;
7. the proper supervision of all licensees employed at the office for which he/she is broker-in-charge with respect to adherence to agency agreement and disclosure requirements;
8. the proper notification to the Commission of any change in his or her status as broker-in-charge within 10 days following such change;
9. his/her annual attendance of the *Broker-in-Charge Update (BICUP) Course* prescribed by the Commission for brokers-in-charge.