



North Carolina Real Estate Commission
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 Fax (919) 877-4221 • Web site - www.ncrec.gov

FOR COMMISSION USE ONLY

Date _____
I.S. _____

Request To Place License On Inactive Status

(To be completed by Licensee)*

Your Name (Please Print)	Your License Number
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Effective Date of Change: _____
 (Immediately or no more than 10 calendar days from date signed)

Your Telephone Number	Email Address (Select One) <input type="checkbox"/> Public <input type="checkbox"/> Private
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Your signature below certifies that you are directing the Commission to place your license on *Inactive Status*. Please Note: While on *Inactive Status*, your address of record will be your residence address and you are still required to notify the Commission within 10 days of any change in that address.

License Renewal: A license on *Inactive Status* must still be timely renewed in order to avoid license expiration.

Brokers-in-Charge: If you are a Broker-in-Charge, placing your license on *Inactive Status* will terminate your Broker-in-Charge Eligibility. To regain eligibility, please contact the Commission's Information Services Section to determine the proper procedures for your particular record.

Provisional Brokers: Provisional Brokers on *Inactive Status* must still satisfy the 90-hour postlicensing requirement by the third anniversary of their initial licensure or within a three-year period. Courses are only valid for three years.

Continuing Education: As an Inactive Licensee you are not required to satisfy the eight (8) hours of continuing education for each license period; however, you may continue to take continuing education annually or you may wait until you reactivate your license.

To reactivate an Inactive License, the continuing education and postlicensing (if applicable) deficiency requirements must be completed prior to activation and a properly completed Activation Form (REC 2.08) must be received by the Commission.

Your Signature	Date
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*This form is intended to be used by a Licensee requesting his/her license be placed on *Inactive Status*. Brokers-in-Charge requesting removal of an agent must use REC Form 2.13, Request to Remove Licensee From Broker Supervision.

Please allow 3-5 business days for your request to be processed. You and any 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.