

Activation & Affiliation form 2.08

The License Activation and Broker Affiliation form 2.08 is the form you must complete to

1 Activate & Affiliate a Provisional Broker with a firm or sole proprietorship. Commission Rule 58A .0506 dictates that a Broker-In-Charge must complete and submit form 2.08 to activate and affiliate a Provisional Broker.

Or 2, activate a “full” broker’s license and/or affiliate a “full” broker with a firm or sole proprietorship. Per Commission rule 58A .0504(d), a full broker may complete form 2.08 to activate his or her license at any time. Also, a full broker may complete this form to affiliate with a Broker-In-Charge as long as the broker has the BIC’s permission to do so.

Betty Biggs, the Broker-In-Charge of XYZ Realty, is here to affiliate Bill Starr, a full broker already on active status. Let’s walk her through completing form 2.08.

Before we go further, Betty, let’s make sure you have gathered all the information the form will require: Do you have Bill’s legal name, license number and private contact information, including his physical home address?

(Betty saying yes)

That’s great!

Do you have **your** company’s name, type (as in Sole Proprietorship, L.L.C., or Corporation), firm license number - if you have one, and your office’s physical address?

(Betty saying yes)

Wonderful! Now that we are sure Betty has all the information needed to complete the form, let’s go to

www.ncrec.gov; go to the menu and click on “forms”. From the Licensee Forms drop down menu, choose “License Activation and Broker Affiliation (Form REC 2.08)”.

The box at the top of the page directs you to additional instructions on completing this form, and reminds you to contact the Commission if you have not received acknowledgement after 25 days. Scroll down to the section entitled “Personal Information for the Licensee who is Activating and/or Affiliating”.

Here, Betty will enter Bill’s name, license number, and contact information. The last question in the section asks what type of license Bill holds; since Bill is a full broker, Betty will select “Broker”.

The next section, “Post licensing and/or Continuing Education for License Activation” deals with education required for activation. Because Bill’s license is already active, no extra education is required at this time. Betty will simply answer “yes” to the question, “Is this broker’s license currently active?”

The next question deals with “Request Type”. The choices are Activation Only, Activation and Affiliation, and Affiliation Only. Betty is affiliating Bill so she will choose “Affiliation Only”.

The next section, “To Be Completed by Broker-In-Charge”, is where Betty, as BIC, will input her first and last name and license number, her firm’s information, the physical address of the office, and her private contact information.

Once she has completed this section, Betty will type her name in the “Broker-In-Charge signature” field. The star at the end of this field corresponds to the following statement: “The Broker-in-Charge signature is required. However, if the form is being completed by the Broker, the Broker can certify that they have the Broker-In-Charge’s permission to submit this form.” It then asks “Is the Broker certifying they have the Broker-In-Charge’s permission to submit this form?”

Betty, you will select “No, the Broker-in-Charge signed this form.” Finally, check the box beside “I am not a Robot” and click “submit”.

Once the form has been submitted, Bill will receive an email confirming submission.

Per Rule 58A .0504, broker Bill may begin working for Betty’s firm immediately. However, if Bill and Betty do not receive written acknowledgment from the Commission of Bill’s affiliation within 30 days, Bill must cease providing brokerage services on behalf of Betty’s company,

and they must contact the Commission office to determine why the affiliation has not been processed.

For more information about license activation or form 2.08, visit the North Carolina Real Estate Commission’s website at ncrec.gov or call the office at 919.875.3700.