



Department of Commerce

Division of Real Estate & Professional Licensing

Please visit our website at
www.com.ohio.gov/real

614 | 466-4100

Fax: 614 | 644-0584

TTY/TDD: 800 | 750-0750

BROKER

TRANSFER / REACTIVATION APPLICATION

- This form is interactive. You may, before printing, type your responses directly onto the form.
- Incomplete applications and those that are filled out incorrectly will be returned for correction.
- A check or money order for any fees, made payable to the Division of Real Estate & Professional Licensing, must accompany this application. **Cash will not be accepted.**

FOR DIVISION USE ONLY

Individual fees are listed below or in the reactivation fee schedule on page 2.

APPLICANT INFORMATION

FILE NUMBER	FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	SUFFIX
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HOME ADDRESS ☐ Check if new

CITY	STATE	COUNTY	ZIP CODE	PHONE NUMBER
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EMAIL ADDRESS

BROKERAGE INFORMATION

COMPANY FILE NUMBER	COMPANY NAME
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MAIN BUSINESS ADDRESS	DOING BUSINESS AS (D.B.A.) NAME
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CITY	STATE	COUNTY	ZIP CODE	PHONE NUMBER
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REASON FOR COMPLETING THIS FORM (Check all that apply. **Remit one application fee per form even if you check multiple boxes.**)

If return of a license is required, include the **ORIGINAL** license. If original license is lost, please remit a Change Application – Individual with a \$25 fee.

- ☐ **TRANSFER TO A NEW BROKERAGE – \$34 fee**
(include the original license and broker addendum from the broker's current company and from the broker's prospective company)
- ☐ **REACTIVATE LICENSE FROM INACTIVE STATUS – \$34 fee**
(include the original license and broker addendum from the broker's prospective company)
- ☐ **REACTIVATE LICENSE TO ACTIVE STATUS FROM RENEWAL SUSPENSION – see fee schedule on page 2**
(include Broker Information and return the original license and broker addendum)
- ☐ **REACTIVATE LICENSE TO INACTIVE STATUS FROM RENEWAL SUSPENSION – see fee schedule on page 2**
(skip Broker Information and return the original license and broker addendum if license was active prior to suspension)
- ☐ **REACTIVATE LICENSE TO ACTIVE STATUS FROM 10-HOUR POST LICENSE EDUCATION SUSPENSION – \$34 fee**
(include Broker Information and return original license and broker addendum)
- ☐ **REACTIVATE LICENSE TO INACTIVE STATUS FROM 10-HOUR POST LICENSE EDUCATION SUSPENSION – \$34 fee**
(skip Broker Information)
- ☐ **PLACE BROKER LICENSE IN INACTIVE STATUS – no fee**
(skip Broker Information and return original license and broker addendum) * Inactive licensees are required to submit renewal and continuing education by due date every three years.*
- ☐ **PLACE BROKER LICENSE IN INACTIVE STATUS AND REQUEST SALESPERSON LICENSE – \$34 fee**
(include the original license and broker addendum)
- ☐ **PLACE SALESPERSON LICENSE IN INACTIVE STATUS AND REQUEST BROKER LICENSE -- \$34 fee**
(return original salesperson license, company license and broker addendum)
- ☐ **REACTIVATE LICENSE TO ACTIVE STATUS FROM FAILURE TO COMPLY WITH IMPOSED DISCIPLINE FROM ENFORCEMENT ACTION -- \$34 fee**
- ☐ **REACTIVATE LICENSE TO INACTIVE STATUS FROM FAILURE TO COMPLY WITH IMPOSED DISCIPLINE FROM ENFORCEMENT ACTION -- \$34 fee**

****PLEASE COMPLETE PAGES 1 AND 2 OF THIS FORM**

Licensees reactivating from **Renewal/Continuing Education Suspension** owe the following fees:

Renewal Fee	Late Renewal Penalty	Reactivation Fee	Total	Licensees who have paid the \$243 renewal fee should remit the Late Renewal Penalty and the Reactivation Fee.
\$243.00	\$121.50	\$34.00	\$398.50	

ETHICAL CONDUCT AND LEGAL HISTORY

PLEASE ATTACH A COMPLETE EXPLANATION FOR ANY QUESTIONS ANSWERED "YES."

QUESTIONS CONCERNING PROFESSIONAL LICENSES **APPLY TO ALL PROFESSIONAL LICENSES** REGARDLESS OF PROFESSION.

SINCE YOUR MOST RECENT FILING of an application for Ohio real estate licensure, renewal or transfer/reactivation application, have you:

- | | | | | |
|--------------------------|-----|--------------------------|----|--|
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Been disciplined in any manner by any public entity or professional or trade association for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate? |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Been refused or denied any professional license or registration by any public entity, including the Ohio Division of Real Estate? |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Had any professional license revoked, suspended or limited in any way for any reason, with the exception of #4 through #9 on page 1 of this application? REASON: _____ |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Been notified by any public entity or professional or trade association that you were under investigation for any violation of any professional licensing law, regulation or ethical rule, including the Ohio Division of Real Estate? |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Been the subject of any unsatisfied judgments? |
| <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | Have you ever been convicted of a misdemeanor or felony offense, excluding misdemeanor traffic offenses? If yes, please explain (For purposes of this application, a traffic offense is a violation of Title 45 of the Ohio Revised Code) EXPLAIN: _____ |

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I have informed my present broker, in writing, that I am transferring to a different brokerage or inactivating my license. I understand that any false statement on this form may subject me to criminal prosecution and the loss of my Ohio real estate license.

SIGNATURE OF APPLICANT

DATE

THE PRINCIPAL BROKER MUST DESIGNATE LICENSE LEVEL AND COMPLETE THE FOLLOWING CERTIFICATION

- | | | |
|---|--|---|
| <input type="checkbox"/> PRINCIPAL BROKER | <input type="checkbox"/> MANAGEMENT LEVEL BROKER | <input type="checkbox"/> ASSOCIATE BROKER |
| <input type="checkbox"/> MANAGEMENT LEVEL SALESPERSON | <input type="checkbox"/> SALESPERSON | |

I hereby certify that, from the investigations made by me, I find the above listed applicant for a real estate license is honest, truthful and of good reputation. I understand that any false statement on this form that is known to me at the time of my signing may subject me to criminal prosecution and the loss of my Ohio real estate license.

NAME OF PRINCIPAL BROKER(please type or print)

FILE NUMBER

SIGNATURE OF PRINCIPAL BROKER

DATE

NOTICE: This application and the information contained therein, except for the social security number, is public record pursuant to Ohio Revised Code 149.43.
NOTICE: Refusal of check payment by the drawer's bank may result in a \$100 fee to the superintendent or rejection or withdrawal of approval of this application.