



Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Email: greemail@grec.state.ga.us

Change of Qualifying Broker

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation are required, attach to the application and mail to the address above. Once the completed application, including all supporting documents, is received it will be processed. An application requiring background investigation will require additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge.

- There is not a fee for this application. Complete Section **A** before completing Section B and Section C.
- The former broker** completes and signs section **B** which releases the broker from the firm and updates the Commission record on their individual broker license. *If the broker is unavailable to sign, attach a copy of the minutes removing them from the position or a copy of their death certificate or obituary.*
- The new broker** completes and signs section **C**
- Attach supporting documentation, *if required*.

Section A

Firm Information

Firm Type: Firm License #:

Firm Name:

Section B

Former Qualifying Broker Information

Broker Name: GA License #:

Select ONE option 1 - 5, then proceed to # 6

- (1) I will become an associate broker, instead of the qualifying broker, at the above firm or another firm.
NOTE: Your new broker must affiliate you as an associate broker by completing and signing the following section.

Firm Name: Firm License #:

Broker Name: Firm Phone:

New Broker Signature:

- (2) I am opening a firm where I will be the broker.
NOTE: Attach an 'Open a Firm Application'.
- (3) I am going to become a qualifying broker of an existing firm.
NOTE: Attach an additional 'Change of Qualifying Broker' application to affiliate you with the firm.
- (4) I am going to place my license on INACTIVE status
NOTE: If you are affiliated with additional firm(s) you must notify GREC by submitting the appropriate form i.e. 'Change Application' or 'Change of Qualifying Broker' or a 'Firm Change Application'
- (5) No other changes need to be made to my individual broker record because I am already affiliated with another firm(s) in addition to the one named on this application.

FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	Codes	INV	LIC #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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(6) Certification of Former Broker

I hereby relinquish the position of Qualifying Broker of the above named firm. If leaving a firm, I have fully complied with Substantive Regulation 520-1-07.

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Former Broker Signature: License # _____ Date: _____

Section C New Qualifying Broker Information

New Broker Name: GA License #:

NOTE: If you are not licensed in Georgia, complete and attach a 'Real Estate Reciprocal Application' and proceed to question 6.

(1) Do you need to activate an inactive Georgia license? YES NO

If Yes, Proceed to # 6

If No, proceed to # 2

(2) Are you affiliated with a firm as an associate broker? YES NO

If Yes, proceed to # 3

If No, proceed to # 5

(3) Will you continue to be affiliated as an associate broker at a firm? YES NO

If Yes, You must have notified your broker, in writing, that you will be the broker of the firm listed on this application. proceed to # 5

If No, proceed to # 4

(4) Your broker must release you by completing and signing this section. (If you are at the firm listed in section A it is not necessary to have them sign.) Proceed to # 5.

Firm Name: Firm License #:

Broker Name: Phone Number:

Broker Signature: Date: _____

(5) If you are the qualifying broker of a firm(s), other than the one listed on this application, will you remain as the broker of that firm?

If Not Applicable or Yes, proceed to #6.

If No, attach a separate 'Change of Qualifying Broker' application.

Not Applicable YES NO

(6) Certification of New Qualifying Broker

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby certify that I am a Partner (if the firm is a Partnership), a member or the manager (if LLC), or an officer (if a corporation). As required by law, I am authorized by the firm to bind it to any settlement of a contested case before the Commission as defined in Chapter 13 of Title 50, the "Georgia Administrative Procedure," in which the firm may be named Respondent.

I hereby authorize the Commission to examine any of the firm's real estate escrow / trust accounts at such times as it may direct and certify that I have signatory powers on all of the firm's real estate escrow / trust accounts.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

New Broker Signature: Date: _____