



**STATE OF MISSOURI**  
**DIVISION OF PROFESSIONAL REGISTRATION**  
**MISSOURI REAL ESTATE COMMISSION**  
**APPLICATION FOR LICENSE/  
 INFORMATION CHANGE**

3605 MISSOURI BOULEVARD  
 P.O. BOX 1339  
 JEFFERSON CITY, MISSOURI 65102  
 TELEPHONE (573) 751-2628  
 FAX (573) 751-2777  
 www.pr.mo.gov/realestate.asp

FOR MREC USE ONLY				
TYPE OF LICENSE		BRO	BRA	BRP
SAL	BRK	IAS	PCB	PCS
BRS	INB			
NEW BROKER NAME				
DATE		FEE		

**SECTION 1A ALL APPLICANTS MUST COMPLETE THIS SECTION**

NAME OF APPLICANT (LAST, FIRST, MIDDLE, OR CORPORATION/PARTNERSHIP/ASSOCIATION)	LICENSE NUMBER OR SSN
PHYSICAL RESIDENCE ADDRESS (NUMBER, STREET, CITY, STATE, ZIP CODE)	HOME PHONE (INCLUDE AREA CODE)
MAILING ADDRESS IF DIFFERENT THAN RESIDENCE ADDRESS (PO BOX NUMBER, STREET, CITY, STATE, ZIP CODE)	

**SECTION 1B ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS, SIGN & DATE. IF YES, EXPLAIN ON A SEPARATE SHEET.**

- A. Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution in this state, or any other state, or of the United States, whether or not sentence was imposed? **NOTE: This includes Suspended Imposition of Sentence, Suspended Execution of Sentence, misdemeanor and felony convictions, and alcohol related offenses, i.e. DWI and BAC. Check yes if NOT previously disclosed to this Commission** and provide the date of the conviction and/or pleading, nature of the offense, court location, and case number on a separate sheet.
- YES  NO
- B. Have you ever had a real estate application denied or your real estate license suspended, revoked, placed on probation, or otherwise disciplined in Missouri or any other state or jurisdiction? **Check yes if NOT previously disclosed to this Commission** and provide name of state or jurisdiction, reason for denial or discipline and approximate dates on a separate sheet.
- YES  NO

SIGNATURE OF APPLICANT	DATE
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**SECTION 1C INDICATE CHANGE BEING REQUESTED AND SUBMIT APPLICABLE FEE. THE NUMBERED ITEMS IN THIS SECTION CORRESPOND WITH THE NUMBERED INSTRUCTIONS ON THE REVERSE SIDE.**

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| <p>1. <input type="checkbox"/> Transfer Salesperson or Broker-Salesperson license to another Broker. Fee: \$50.00</p> <p>2. <input type="checkbox"/> Place license on inactive status. Fee: \$50.00</p> <p>3. <input type="checkbox"/> Reactivate Inactive Salesperson license. Fee: \$50.00</p> <p>4. <input type="checkbox"/> Change status to Broker-Salesperson. Fee: \$50.00</p> <p>5. <input type="checkbox"/> Change status to Individual Broker. Fee: \$50.00</p> <p>6. <input type="checkbox"/> Change status to or transfer <input type="checkbox"/> Broker-Officer, <input type="checkbox"/> Broker-Partner or <input type="checkbox"/> Broker-Associate license. Fee: \$50.00<br/> <b>Title Choices: Broker Officer</b> - Pres., Vice Pres., Asst. Vice Pres., Secretary, Asst. Sec., Treasurer, CEO, Director; <b>Broker Associate</b> - Manager, Member, Organizer Indicate Title: _____</p> <p>7. <input type="checkbox"/> Obtain additional license <input type="checkbox"/> Broker, <input type="checkbox"/> Broker-Officer, <input type="checkbox"/> Broker-Partner or <input type="checkbox"/> Broker-Associate license. Fee \$50.00<br/> <b>Title Choices: Broker Officer</b> - Pres., Vice Pres., Asst. Vice Pres., Secretary, Asst. Sec., Treasurer, CEO, Director; <b>Broker Associate</b> - Manager, Member, Organizer Indicate Title: _____</p> <p>8. <input type="checkbox"/> Replace lost, stolen or destroyed license. Complete Section 1A, 1C and 2B. Fee: \$25.00</p> <p>9. <input type="checkbox"/> Remove licensee from Broker's or entity's affiliation. No fee required. Complete Section 1A, 1C and 2A.</p> <p>10. <input type="checkbox"/> Change name of Corporation, Partnership or Association. Resident fee \$80.00; Nonresident fee \$150.00. Complete Section 1A with former name and Section 2B with new name.</p> | <p>11. <input type="checkbox"/> Change, add or cancel fictitious name or trade name. Provide name and mark appropriate box below. Attach copy of approved registration from the Secretary of State's office. If using trade name, attach copy of complete signed agreement.</p> <p style="text-align: center;">_____</p> <p><input type="checkbox"/> New <input type="checkbox"/> Additional <input type="checkbox"/> Cancel <input type="checkbox"/> Replacing _____</p> <p>12. <input type="checkbox"/> Branch office notification. Complete Sections 1A and 1C. Section 2B must be completed by the broker or designated broker. Mark appropriate box and provide the following:</p> <p><input type="checkbox"/> New/additional branch <input type="checkbox"/> Change in branch <input type="checkbox"/> Closing branch</p> <p><input type="checkbox"/> Change in branch manager</p> |
|---|--|

BRANCH OFFICE MANAGER	LICENSE NO.
BRANCH OFFICE LOCATION	
PHONE NUMBER	FORMER BRANCH MANAGER (IF APPLICABLE)
FORMER BRANCH LOCATION (IF APPLICABLE)	

<b>SECTION 2A</b>	SIGNATURE OF FORMER BROKER	FORMER BROKER NAME, PRINTED OR TYPED	DATE
	ADDRESS OF FORMER BROKER/ENTITY (NUMBER, STREET, CITY, STATE, ZIP CODE)		BUSINESS PHONE (INCLUDE AREA CODE)
<b>SECTION 2B</b>	SIGNATURE OF BROKER	BROKER NAME, PRINTED OR TYPED	DATE
	NAME OF BROKER/CORPORATION/PARTNERSHIP/ASSOCIATION AS IT APPEARS ON LICENSE		MO BROKER/ENTITY LICENSE NO., IF APPLICABLE
	BUSINESS ADDRESS (MAIN OFFICE ONLY) (NUMBER, STREET, CITY, STATE, ZIP CODE)		BUSINESS PHONE (INCLUDE AREA CODE)

## GENERAL INSTRUCTIONS

- A. Type or print LEGIBLY. Use black ink. INCOMPLETE APPLICATIONS WILL BE RETURNED FOR CORRECTION.
- B. When a fee is required, the amount is indicated. Make check or money order payable to the "Missouri Real Estate Commission." **All fees are nonrefundable.**
- C. Attach license when applicable. If the license has been lost, stolen or destroyed, the broker must attach a signed explanation.
- D. Any applicant reactivating an inactive license or a license that has been noncurrent for over six months must attach a copy of the appropriate 48-hour pre-examination school certificate showing proof of course completion within six months of application to reactivate.
- E. Mail the application to: Missouri Real Estate Commission, P.O. Box 1339, Jefferson City, MO 65102. Hand delivery or express delivery service: Missouri Real Estate Commission, 3605 Missouri Blvd., Jefferson City, MO 65109.
- F. The new license will be mailed to the brokerage approximately 2 - 3 weeks after the properly completed application is received by the Commission. To expedite and request a temporary work permit, enclose a stamped envelope addressed to the brokerage.

### Additional information on specific changes is provided below:

- 1. **TRANSFER SALESPERSON OR BROKER-SALESPERSON LICENSE TO ANOTHER BROKER:** Complete Section 1A, 1B and 1C. The former broker must complete Section 2A and attach the applicant's license. The former broker's signature is not required if the applicant's license has been previously returned to the Commission. The new broker must complete Section 2B. Refer to 20 CSR 2250-4.050(4).
- 2. **PLACE LICENSE ON INACTIVE STATUS:** Complete Section 1A, 1B and 1C. Former broker must complete Section 2A and attach applicant's license. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership or association. **NOTE: Before an inactive license may be reactivated, the appropriate pre-examination course must be completed.**
- 3. **REACTIVATE INACTIVE SALESPERSON LICENSE:** Complete Section 1A, 1B and 1C. Attach inactive license. Attach pre-examination school certificate (48 hour course) showing proof of completion of the pre-examination course within six months of application to reactivate license. Section 2B must be completed by the new broker.
- 4. **CHANGE STATUS TO BROKER-SALESPERSON:** Complete Section 1A, 1B and 1C. Attach license. If inactive, attach inactive license and refer to D of the general instructions. The new broker must complete Section 2B. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership, or association.
- 5. **CHANGE STATUS TO INDIVIDUAL BROKER:** Complete Section 1A, 1B, 1C and 2B. Former broker must complete Section 2A and attach applicant's license. If inactive, attach inactive license and refer to D of the general instructions. Attach Consent to Examine and Audit Escrow or Trust Account form. Complete Part II if not maintaining an account. If using a fictitious name, complete #11 in Section 1C and refer to #11 below. A closing form must be submitted with this application if the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership, or association.
- 6. **CHANGE STATUS TO OR TRANSFER BROKER-OFFICER, BROKER-PARTNER OR BROKER-ASSOCIATE LICENSE:** Complete Section 1A, 1B and 1C. The designated broker must complete Section 2B. If obtaining a broker-officer or broker-associate license, provide title in Section 1C, #6. Former broker must complete Section 2A and attach applicant's license. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership or association (LLC). If applicant will be the designated broker of the firm, attach a Change in Designated Broker form. If inactive, attach inactive license and refer to D of the general instructions.
- 7. **OBTAIN ADDITIONAL BROKER, BROKER-OFFICER, BROKER-PARTNER OR BROKER-ASSOCIATE LICENSE:** Complete Section 1A, 1B, 1C and 2B. If adding a broker-officer or broker-associate to a corporation or association (LLC), the designated broker must complete Section 2B. If obtaining a broker-officer or broker-associate license, provide title in Section 1C, #7. If becoming the designated broker, attach a Change in Designated Broker form. If becoming a broker, attach Consent to Examine and Audit Escrow or Trust Account form. Complete Part II if not maintaining an account.
- 8. **REPLACE LOST, STOLEN OR DESTROYED LICENSE:** Complete Section 1A and 1C. Broker must complete Section 2B.
- 9. **REMOVE LICENSEE FROM BROKER'S OR ENTITY'S AFFILIATION:** Attach license. Complete Section 1A, 1C and 2A. No fee required.
- 10. **CHANGE NAME OF CORPORATION, PARTNERSHIP OR ASSOCIATION:** Complete Section 1A with former name. Attach entity license. Designated broker must complete Section 2B with new name and address. If a corporation, attach approved copy of Certificate of Amended Name Change. If a partnership, attach approved copy of Fictitious Name Registration. If an association (Limited Liability Company), attach approved copy of Amendment of Articles of Organization.
- 11. **CHANGE, ADD, CANCEL OR REPLACE FICTITIOUS NAME OR TRADE NAME:** Complete Section 1A and 1C. Submit a copy of the Fictitious Name Registration which has been approved by the Missouri Secretary of State's Office. Include a signed copy of the new/amended franchise agreement or trade agreement, if applicable. Section 2B must be completed by the broker or designated broker.