



Louisiana Real Estate Commission  
Post Office Box 14785  
Baton Rouge, LA 70898-4785  
1-800-821-4529 (in state only) or (225) 925-1923

## APPLICATION TO TRANSFER LICENSE TO INACTIVE STATUS

(Do **not** use this form during the **renewal period**. The renewal form should be used to transfer to inactive and renew to insure your license transfer is handled correctly)

Remit transfer fee .....\$35.00

Fees should be made payable to the Louisiana Real Estate Commission in the form of a personal or company check, cashier's check or money order.

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### PART I (Must be completed by the licensee whose license will be transferred to inactive status)

1. Name: \_\_\_\_\_ License # \_\_\_\_\_  
(from wallet card, NOT SS#)

2. Mailing Address: \_\_\_\_\_  
(Street/P.O. Box) (City) (State) (Zip)

3. If you are an individual or qualifying broker, please indicate the status of any escrow or trust checking accounts:

I do not presently maintain any escrow or trust checking accounts.

The escrow and trust checking accounts report required by Section 2733 of the Rules and Regulations of the Commission will be submitted within five (5) working days from the date this request to transfer is signed.

4. I request that my license be transferred to the inactive status. I understand that I am prohibited from engaging in any real estate activity requiring a real estate license during the period in which my license is in the inactive status and that **I will be required to renew my inactive license on an annual basis and pay renewal fees** as prescribed. I understand that I will be required to meet specific continuing education requirements in order to transfer my inactive license to the active status.

Signature of licensee: \_\_\_\_\_ Date: \_\_\_\_\_

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### PART II (Must be completed by the current sponsoring broker. If the licensee listed in Part I is an individual broker, it is not necessary to complete this section.)

1. Name: \_\_\_\_\_ License # \_\_\_\_\_  
(Individual Broker or Corp., LLC, Partnership) (Individual Broker or Corp., LLC, Partnership #)

2. I understand that the license of the sponsored licensee must be returned to the Louisiana Real Estate Commission within five (5) days from the date of my signature below.

Signature of broker: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT:** Applicants who are sponsoring brokers must attach the active real estate license of all sponsored licensees and a fully completed Termination of Sponsorship of A Salesperson or Associate Broker form for each. Contact the Louisiana Real Estate Commission or visit our web site at [www.LREC.state.LA.us](http://www.LREC.state.LA.us) to obtain copies of this form.