



1201 Carmichael Way · Montgomery, Alabama 36106
Telephone: 334.242.5544 · Fax: 334.270.9118
arec.alabama.gov

APPLICATION FOR LICENSE ACTIVATION Application Procedures

Instructions for SALESPERSONS and ASSOCIATE BROKERS

1. Complete Part A on reverse side and return to the Alabama Real Estate Commission.
2. Have the qualifying broker under whom you wish to be licensed to complete Part B on reverse side.
3. Attach a \$25 check made payable to the Alabama Real Estate Commission to transfer your license to active status.
4. Attach a \$30 check made payable to the Alabama Real Estate Commission **ONLY** if you have never held an **active** Alabama real estate license. If you obtained your license prior to October 15, 1995, you must also pay the \$30 Alabama Center for Real Estate fee.

Instructions for QUALIFYING BROKER

1. Complete Part B on reverse side and return to the Alabama Real Estate Commission.
2. Attach a \$25 check made payable to the Alabama Real Estate Commission to transfer your broker's license to active status.
3. Attach a \$30 check made payable to the Alabama Real Estate Commission **ONLY** if you have never held an **active** broker's license. If you obtained your license prior to October 15, 1995, you must also pay the \$30 Alabama Center for Real Estate fee.
4. **TO ACTIVATE EXISTING COMPANY OR BRANCH OFFICE:**
Attach a \$25 check made payable to the Alabama Real Estate commission to activate the company license which has been renewed but is presently inactive.
5. **TO OPEN NEW CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP OR BRANCH OFFICE:**
Obtain the company application form from the Alabama Real Estate Commission and attach the appropriate license fees as indicated on that application. Submit to the Commission along with this application to activate your broker's license.
6. Complete applications are normally processed within 3 business days from the date received. Once processed, the license will be available for printing by the Qualifying Broker from the Commission's website using the Company's login.



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APPLICATION FOR LICENSE ACTIVATION

INSTRUCTIONS: Please read Page 1 of this form for complete application procedures for your individual requirements.

PART A: To be completed by licensee activating

I hereby request that my real estate license be issued to the undersigned registered company and qualifying broker

Agent's Name (Please Print) _____ Signature of Agent _____
Home Address _____
Street Address _____ City _____ State _____ Zip _____
Mailing Address _____
E-mail _____ Home Phone _____
License Number _____ Social Security _____ License Activation Date _____

PART B: To be completed by qualifying broker

I accept the responsibility for the actions of the above licensee and give consent for the licensee to do business with the company listed below:

Qualifying Broker's Name (Please Print) _____ Signature of Qualifying Broker _____
Company Name (If opening a new corporation, partnership or branch office, include appropriate application and fee) _____ Company License Number (if opening a new company, number will be assigned) _____
Company Street Address _____ City _____ State _____ Zip _____
Company Mailing Address _____ City _____ State _____ Zip _____
Company E-mail _____ Company Phone _____
Date _____