

# INSTRUCTIONS FOR COMPLETING THE SALESPERSON TRANSFER APPLICATION

**NOTE:** This form is ONLY to be used by salesperson licensees. Broker licensees should use the Broker Transfer application.

**Part I:** For current salespersons – this part must be signed by your current responsible broker. Note that the license must be returned to MREC within three (3) days of the broker releasing the salesperson. It is preferable that the form, licensee, and fee are all sent together. This may be sent by the broker or the salesperson, but **MUST** be done within three days.

**Part II Section A:** Full Name of Transferring Salesperson – This is the name of the salesperson licensee who is transferring. Include your current resident address and phone number. **BE SURE TO COMPLETE THE RESPONSIBLE BROKER LINE AND INCLUDE THE COMPANY NAME (IF APPLICABLE).** Your transfer request **CANNOT** be processed if MREC does not know who you wish to transfer to, or which company you are transferring to (if the responsible broker has a company license). The **CORRECT** business address **MUST** be listed or your request **CANNOT** be processed.

Note that the distance between the salesperson and responsible broker **CANNOT** be **MORE** than a 50 mile/1 hour drive distance. If the distance is **GREATER**, the transferring salesperson will either need to select a different, closer responsible broker, or the responsible broker will need to open a branch office at a location within that distance limit for the transferring salesperson to be licensed to.

**NOTARY SECTION – Must be signed by the transferring salesperson.**

**Part II Section B:** The new responsible broker completes this section, signs, and the signature must be notarized.

**BEFORE MAILING, BE SURE THE FOLLOWING HAVE BEEN ADDRESSED:**

- Application **MUST** be typed or printed. If it is printed, be sure handwriting is **VERY CLEAR**. MREC is not responsible for any misprints due to illegible handwriting.
- **ALL** questions have been answered in their entirety.
- The application fee is included.
- The original wall license is included.
- **All continuing education and E & O insurance are up to date.**
- The application must be notarized and must be received by MREC within 60 days of the notary date.



# Mississippi Real Estate Commission

LeFleur's Bluff Tower, Suite 300  
4780 I-55 North, Jackson, MS 39211

OR

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Jackson, MS 39236-2685  
(601) 321-6970 – Telephone \* (601) 321-6955 – Fax  
[www.mrec.ms.gov](http://www.mrec.ms.gov)

**\$50.00 FEE**

## SALESPERSON TRANSFER APPLICATION

*(Application will not be accepted unless typed or printed CLEARLY)*

### PART I TERMINATION OF BROKER – SALESPERSON AGREEMENT

I hereby release \_\_\_\_\_  
*(Licensee)* *(License #)*

Our broker salesperson relationship has been terminated this date and the license is being returned to the Mississippi Real Estate Commission by the responsible broker. **License must be returned within three (3) days.**

\_\_\_\_\_  
*(Signature of Responsible Broker)* *(Date)*

### PART II ESTABLISHMENT OF NEW BROKER – SALESPERSON AGREEMENT

A. Full Name of Transferring Salesperson \_\_\_\_\_  
*(PRINT)* *(Home Phone)*

Applicants Resident Address \_\_\_\_\_  
*(Number & Street)* *(City/State)* *(Zip Code)*

Name of NEW Responsible Broker \_\_\_\_\_

Business Address \_\_\_\_\_  
*(Number & Street)* *(City/State/Zip)* *(Office Phone)*

**I understand that my original wall license must be returned to the Commission by my former responsible broker before a new license will be issued and I can resume work. I agree not to take ANY listings or other pertinent information from my former broker without his/her written authorization/consent and any other necessary approvals.**

\_\_\_\_\_  
Transferring Salesperson's name - printed *Signature of Transferring Salesperson*

SUBSCRIBED and SWORN to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires \_\_\_\_\_  
*(County)* *(State)*

\_\_\_\_\_  
NOTARY PUBLIC

B. I \_\_\_\_\_, hereby certify that I am a duly licensed broker in the State of  
*(Name of Responsible Broker)*

Mississippi and have "carefully investigated" the record of \_\_\_\_\_ who has  
made application for transfer of his/her license to my real estate brokerage business. I hereby approve such  
application and "accept full responsibility" for this broker-salesperson.

\_\_\_\_\_  
*Signature of Responsible Broker*

Responsible Broker's name - printed

SUBSCRIBED and SWORN to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

My Commission expires \_\_\_\_\_  
*(County)* *(State)*

\_\_\_\_\_  
NOTARY PUBLIC