

INSTRUCTIONS FOR COMPLETING THE INACTIVE STATUS ADDRESS FORM

- This form should only be completed by the licensee who wishes to be placed on inactive status. A responsible broker wishing to terminate a relationship with a salesperson should **NOT** use this form to send to MREC with the salesperson's license.
- The \$25.00 fee **MUST** be included. If it is not included at the time inactive status is requested, the licensee will be required to send it when a reactivation request is submitted in addition to the reactivation fee.
- **NOTE:** The form states that a license on inactive status must be renewed. If you are a licensee in the first year of licensure, you are STILL required to complete the 30 hours post license course by your renewal date. If you do not complete the 30 hour post license course within the first year of being licensed, or do not renew your license, your license will be **CLOSED**. A closed license cannot be re-opened.
- **NOTE:** The form states any address changes are to be reported to MREC within ten (10) days of the address change. MREC is not responsible for undelivered correspondence due to incorrect or incomplete addresses.

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.



Mississippi Real Estate Commission

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

OR

Post Office Box 12685
Jackson, MS 39236-2685

(601) 321-6970 – Telephone * (601) 321-6955 – Fax

www.mrec.ms.gov

\$25.00 - Fee

INACTIVE STATUS ADDRESS FORM

Please maintain my real estate license on inactive status. Renewal information and other correspondence should be sent to me at the following address:

- **PLEASE PRINT CLEARLY** -

NAME: _____ LICENSE NUMBER: _____

ADDRESS: _____

HOME PHONE: _____ OTHER PHONE: _____

E-MAIL _____

I understand that my license **MUST** be renewed when due as if I were on active status and that the Mississippi Real Estate Commission (MREC) must be notified within ten (10) days of a change of address. There is **NO** charge for a change of address while on inactive status. If you do not notify the MREC of changes, we have no way of contacting you and your licensing file may be **CLOSED**.

Signature

Date