



PAPER PROCESSING FEE \$10.00*

OR

ONLINE PROCESSING FEE \$5.00

West Virginia Real Estate Commission
300 Capitol Street, Suite 400
Charleston, WV 25301
(p)304.558.3555; (f)304.558.6442
https://rec.wv.gov

CHANGE OF BROKER/LICENSE STATUS UPDATE

LICENSEE INFORMATION

Name License No.
Phone No. E-Mail
Mailing Address (Street/PO Box) (City) (State) (Zip)

CHANGES THAT CAN BE MADE ONLINE (Online Change of Broker App) *
Change of Broker - (FEE \$20.00) see instructions on website.

Reactivate my license with new broker - (FEE \$20.00)
Complete the boxed in section below and obtain Broker's signature.

CHANGES THAT MUST BE EMAILED - wvrec@wv.gov
Reactivate my license with previous broker - (NO FEE)
Complete the boxed in section below and obtain Broker's signature.

Inactivate my license - (NO FEE)
Initial below, indicating you understand you:
must renew your license while it is inactive, or it will be canceled.
obtain your signed license and return it to the WVREC with this form.

- Attach a copy of the certificate(s) of completion for seven (7) hours of continuing education taken after July 1.
Are you now or have you been within the past 12 months a party to any:
(1) Civil suit or proceeding arising out of any transaction involving real property, other than actions for eviction or for the collection of back rent, or
(2) Criminal proceeding other than a misdemeanor traffic violation?
*If yes and you have not previously notified the Real Estate Commission, attach original court documents and all details. *

CERTIFICATION OF BROKER & LICENSEE

I hereby swear, that the statements and assertions made in this form and all its attachments are true, complete, and correct. I authorize the WVREC to investigate and confirm the information submitted in this application.

Signature of Applicant Date

This is to certify the above-named applicant will be employed with the following company starting on

Company Name: Company-Branch #: --

Broker Signature