



NO FEE

EMAIL TO: WVREC@WV.GOV

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

LICENSE STATUS UPDATE

LICENSEE INFORMATION

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

ACTIVATE OR INACTIVATE MY LICENSE

II. In order to process your request, answer all the following:

Inactivate my license

Initial below, indicating you understand and proceed to Section III.
I must renew my license while it is inactive, or it will be canceled.
My broker must sign and return my license to the WVREC with this form.

Reactivate my license

Complete the boxed in section below, obtain Broker's signature, and then proceed to Section III.

This is to certify that I am the employing broker of the above-named licensee.

Company Name: Company #: Broker Signature

- 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 LICENSEE

III. 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