



STATE OF ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT  
DIVISION OF CORPORATIONS, BUSINESS, AND PROFESSIONAL LICENSING  
REAL ESTATE COMMISSION  
550 WEST 7<sup>TH</sup> AVENUE, SUITE 1500  
ANCHORAGE, ALASKA 99501-3567  
PHONE (907) 269-8162 ♦ FAX (907) 269-8196 ♦ E-mail:license@alaska.gov

## APPLICATION TO CHANGE LICENSE STATUS

### All Applicants

Complete all biographical and affidavit of applicant information, even if there has been no change since your last application.

- Social security numbers must be provided per AS 08.01.060(b) and AS 08.01.100.
- Include the appropriate fees. Your application will not be processed until the fees are received. The fee schedule is on page 2.
- There is no charge for changes of biographical information unless you are requesting a new license certificate.
- If you request a name change, provide copies of legal documentation. The fee is \$30 for a new license certificate.
- If your completed application is submitted in advance of a requested effective date, the action will be completed on the date requested. Otherwise, it will be effective on the date all necessary paperwork and fees are received.

### Transfer or Inactivation (AS 08.88.251 and 12 AAC 64.075)

When you transfer from an office or inactivate your license, the terminating broker:

1. signs and dates the face of your license;
2. photocopies the signed license and gives the photocopy to you to take to your new employing broker;
3. completes the terminating broker portion of the application form; and
4. mails the original license to the real estate licensing examiner at the Anchorage address on the application.

When you transfer into an office, the employing broker:

1. receives the photocopy of the signed and dated license;
2. completes the employing broker portion of the application form;
3. displays the photocopy until the reissued license giving the current employing broker's name is received from the Commission;
4. recognizes the photocopy as a valid license for no more than 30 days from the date of the previous broker's signature.

### License Reactivation (AS 08.88.251(c))

A current inactive license may be reactivated without retesting at any time during the two-year inactive period by:

- completing the biographical information, affidavit of applicant, and employing broker information; and paying the appropriate fee.

### License Reinstatement [AS 08.88.241, AS 08.88.095, AS 08.88.241, AS 08.01.100, 12 AAC 64.064, 12 AAC 64.071, 12 02.360(a)(11)]

When either an active or inactive license is not renewed in January of even-numbered years and/or Post Licensing Education (PLE) was not completed within one year from initial date of licensure, the license lapses.

- A license that was not renewed may be reinstated without retesting prior to the date printed on the inactive license certificate or the next renewal, whichever is earlier.
- A license that lapsed due to noncompliance of PLE will be reinstated only when the required PLE is completed and all required documents for reinstatement are received by the Real Estate Commission.

A lapsed license will only be reinstated as an active license, per 12 AAC 64.071(e). Documents required for reinstatement of a lapsed license are:

- completed application to reinstate on the Change License Status form;
- proof of necessary continuing education and/or
- proof of necessary post licensing education
- appropriate fees, **to include a \$250 reinstatement fee**

When a current license is not active for lack of an employing broker or suspended pending reimbursement of the recovery fund, the license may be reinstated upon receipt of complete application, proof of reimbursement of the recovery fund (if necessary), the appropriate fee and a **\$250 reinstatement fee**.

### Broker Termination of Licensee (AS 08.88.171(c))

- Complete the "Terminating Broker Notice to Real Estate Commission."
- Sign and date the face of the license certificate.
- Return both the form and the license certificate to the Commission office; no fee is necessary.

**Alaska Real Estate Commission Fee Schedule – Licensee Actions**

Type of License Action	Fee Amounts					
	Application	License	Recovery Fee	Reinstatement Fee	Change	Total
New Alaska License	\$50	\$375	\$125			\$550
<b>Changes to Current Licenses</b>						
Transfer of license					\$50	\$50
Status Change (Example: S to AB, Broker to branch office) – if status change is done simultaneously w/ other action (i.e., transfer) the status change fee is waived					\$30	\$30
Active to Inactive					\$50	\$50
Inactive to Active (for current licensing period)					\$50	\$50
Change Name on License (attach copy of legal documentation)					\$30	\$30
<b>Miscellaneous Fees</b>						
Inactive to Active (If <b>renewed inactive</b> )			\$125		\$50	\$175
Reinstatement – Not active for failure to associate with employing broker				\$250	\$50	\$300
Reinstatement of Lapsed License (did not renew or non-compliance of PLE)		\$375	\$125	\$250		\$750
Reinstatement of Lapsed License – Prorated (#18060 and higher) (did not renew or non-compliance of PLE)		\$187.50	\$125	\$250		\$562.50
Reinstatement/Reactivation of Lapsed License <b>from an inactive status - did not renew inactive</b> (did not renew or non-compliance of PLE)		\$375	\$125	\$250	\$50	\$800
All Other Biographical Information (change of <u>residence</u> address, phone #, etc., <b>must be submitted in writing</b> )					0	0
Replacement License (duplicate)					\$30	\$30
License History					\$20	\$20
NSF Check Penalty Fee					\$20	\$20
Roster					\$15	\$15



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APPLICATION TO CHANGE LICENSE STATUS

- Salesperson Associate Broker Broker

TYPE OF ACTION REQUESTED (Check One):

- \$50.00 - Transfer License (12 AAC 64.075)
\$50.00 - Inactivate License (AS 08.88.251)

Status Change (AS 08.88.171)

- Associate Broker to Broker Broker to Associate Broker Broker to Branch Office

Reactivate License # (from inactive status only) (AS 08.88.251)

- \$ 50.00 - Inactive for current license period
\$175.00 - Renewed inactive (Reactivation fee- \$50.00, Recovery fee- \$125.00) -
\$800.00 - Lapsed, did not renew and/or for non-compliance of PLE in an inactive status (License fee- \$375.00, Recovery fee- \$125.00, Reinstatement fee - \$250, Reactivation fee - \$50.00)

Reinstate License (AS 08.88.241, AS 08.01.100, and 12 AAC 64.071)

- \$750.00 - Lapsed, did not renew and/or for non-compliance of PLE (License fee- \$375.00, Recovery fee- \$125.00, Reinstatement fee- \$250.00)
\$562.50 - Lapsed, (Prorated, #18060 and higher), did not renew and/or for non-compliance of PLE (License fee- \$187.50, Recovery fee -\$125.00, Reinstatement fee - \$250)
\$300.00 - Not active for failure to associate with employing broker (Transfer fee - \$50, Reinstatement fee - \$250)

BIOGRAPHICAL INFORMATION (Please Print)

License #

NAME: First M.I. Last

MAILING ADDRESS:

CITY: STATE: ZIP CODE: S.S.N.:

DATE OF BIRTH: Mo Day Year HOME TELEPHONE NO.:

EMAIL: YES NO

- 1. Since the date of your last application, are you under indictment for, or have you been convicted of a felony, forgery, theft, extortion, conspiracy to defraud creditors, or fraud? (AS 08.88.171)
2. Since the date of your last application, have you had a real estate license revoked, denied, suspended, surrendered, placed on probation, or subject to any restriction, censure, reprimand, consent agreement, other disciplinary or license action?
3. Since the date of your last application, have you had any other professional or occupational license revoked, denied, suspended, surrendered, placed on probation, or under any restriction, censure, reprimand, other disciplinary or license action in the state or in any other jurisdiction?
4. Since the date of your last application, have you had a fidelity bond denied or revoked?
5. Since the date of your last application, are you the subject of an unresolved complaint or disciplinary action before a real estate regulating authority or a professional real estate association?
6. Since the date of your last application, have you had a lawsuit filed against you alleging deceit, fraud, misrepresentation or conversion of funds?

If you answer YES to any of the following questions, you must attach a letter of explanation regarding the nature of the action, the date it occurred, and the resolution of the problem. For any court actions, you must attach legal documentation.

- Explanation Attached Already on File with Real Estate Commission

### TERMINATING BROKER INFORMATION

Business Name \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

(City)

(State)

(Zip Code)

Broker Name (Please Print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return original license signed and dated by Terminating Broker to Real Estate Commission

**(If employed in branch office, complete this section also.)**

Branch Office Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Associate Broker's Name (Please Print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Associate Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

### EMPLOYING BROKER INFORMATION

Business Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Business Mailing Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employing Broker's Name \_\_\_\_\_ Broker # \_\_\_\_\_

Broker Signature \_\_\_\_\_ Date \_\_\_\_\_

**(If employed in branch office, complete this section also)**

Branch Office Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Associate Broker's Name (Please Print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Associate Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

**WARNING: The Commission may deny issuance, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice as a real estate salesperson by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.210 and AS 11.56.230).**

### AFFIDAVIT OF APPLICANT

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false or misleading information may result in denial, suspension, or revocation of the license for which I have applied, or for any Alaska real estate license that I now hold.

Applicant/Licensee Signature \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SEAL

Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_



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**BROKER NOTICE TO REAL ESTATE COMMISSION  
OF LICENSEE TERMINATION**

Attached is the signed/dated license for \_\_\_\_\_  
(Name of Licensee)

License Number: \_\_\_\_\_ who is being terminated from \_\_\_\_\_  
(Name of Office)

on \_\_\_\_\_. Licensee was affiliated with the above-named office from \_\_\_\_\_

to \_\_\_\_\_. Reason for Termination:

- Transferring to another office
- Inactivating license
- Unable to locate licensee
- Lapsed license due to noncompliance of Post Licensing Education (PLE)
- Disciplinary Action by broker (attach explanation)
- Other (attach explanation)

I understand that I am responsible for listings and transactions that have been generated by this licensee and which are still pending.

I further understand that no transactions submitted by this licensee and dated later than the above date will be attributed to my office or subject to my supervision.

\_\_\_\_\_  
(Signature of Broker)

\_\_\_\_\_  
(Printed Name of Broker)

Date \_\_\_\_\_

\_\_\_\_\_  
(Broker Number)

**➔ BROKER: Please sign and date license certificate, attach to this notice, and mail both items to the Commission office immediately after signing. The individual licensee is responsible for completing any status change application form and paying the appropriate fee.**