



STATE OF ALASKA
DEPARTMENT OF COMMERCE COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS BUSINESS AND PROFESSIONAL LICENSING
REAL ESTATE COMMISSION
550 WEST 7TH AVENUE, SUITE 1950
ANCHORAGE, ALASKA 99501-3567
PHONE (907) 269-8162 FAX (907) 269-1066
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 the reverse of this sheet.
- 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. 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 effective on that date. Otherwise, it will be effective on the date all necessary paperwork and fees are received.

Transfers and Inactivations (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; and
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 and 12 AAC 64.071)

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.

When a current license is not active for lack of an employing broker or suspended pending reimbursement of the surety fund, the license may be reinstated upon receipt of complete application, proof of reimbursement of the surety fund (if necessary), and appropriate 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	Surety	Change	Total
New Alaska License	\$50	\$275	\$91		\$416
Changes to Current Licenses					
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 (If renewed active for current license period)				\$50	\$50
Change Name on License (attach copy of legal documentation)				\$30	\$30
Miscellaneous Fees					
Inactive to Active (If renewed inactive)			\$91	\$50	\$141
Reinstatement – Not active for failure to associate with employing broker				\$50	
Reinstatement of Lapsed License		\$275	\$91		\$366
Reinstatement of Lapsed Prorated License		\$137.50	\$91		\$228.50
Reinstatement of Lapsed License due to noncompliance of PLE		\$275	\$91		\$366
Reinstatement of Lapsed License due to noncompliance of PLE in an Inactive Status		\$275			\$275
Reinstatement of Suspended/Revoked License		\$275	\$91		\$366
All Other Biographical Information (change of <u>residence</u> address, phone #, etc., must be submitted in writing)				0	0
Replacement License (duplicate)				\$30	\$30
License History				\$20	\$20
NSF Check Penalty Fee				\$20	\$20
Roster				\$15	\$15

TERMINATING BROKER INFORMATION

Business Name _____

Business Mailing Address _____

(City)

(State)

(ZIP Code)

Broker Name (Please Print) _____ Telephone # _____

Broker's Signature _____ Date _____

Return original signed and dated license 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 _____

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.