

**KANSAS REAL ESTATE COMMISSION**

Three Townsite Plaza
120 SE 6th Avenue, Suite 200
Topeka, Kansas 66603-3511
www.kansas.gov/krec (785)296-3411

**LICENSEE
TRANSFER FORM**
Form No. REL-300**LICENSEE TRANSFER FORM****INSTRUCTIONS**

Complete this form to transfer your license from one company to another, from one branch to another, from a main office to a branch, or from a branch to a main office. You may not perform real estate activities requiring a license in Kansas until your transfer is effective.

PROCESSING

Transfers are processed in the order received and are effective on the date processed by KREC. Please allow at least three business days for processing. To verify processing, click on "Licensee Search" at www.kansas.gov/krec.

Incomplete forms will be returned unprocessed to the sender's address of record.

**If you are affiliated with multiple companies or branch offices, additional signatures may be required. All supervising brokers and branch brokers are required to acknowledge (by signature) any transfers, new affiliations, or discontinued affiliations. For additional signatures, use the Signature Addendum (RE-610) on the KREC website.

FEES

Enclose a check or money order made payable to KREC in the amount of \$15.00. To pay by Discover card, use the Credit Card Form (RE-600) on the KREC website.

If you are a broker opening a new company or re-opening a closed company, you must complete the Open Company Form (REC-430).

WALL LICENSE**Enclose the original wall license or a copy with the following:**

- Mark the license "Cancelled"
- Write the current date
- Obtain the signature and printed name of your terminating broker.

CHECKLIST

- Transfer fee
- If opening a new company or re-opening a closed company
 - Open Company form (REC-430)
 - Trust Account form (REC-500) or Request No Trust Account form (REC-520)
 - Open Office fee
- Wall License
- Terminating Broker Signature
- New Supervising/Branch Broker Signature
- Licensee Signature



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THIS FORM MUST BE TYPED

Please note that this form cannot be used to change your address. To change your address or other contact information, select the Licensee Contact Info Change Form (REL-120) on the KREC website.

LICENSEE INFORMATION:			
LICENSEE NAME		LICENSE NUMBER	
TRANSFER FROM:			
TERMINATING COMPANY NAME		TERMINATING COMPANY NUMBER	
TRANSFER TO:			
NEW COMPANY NAME		NEW COMPANY NUMBER (OMIT AND WRITE "NEW" IF NEW COMPANY)	
ADDRESS LINE 1			
ADDRESS LINE 2			
CITY	STATE	ZIP	COUNTY

LICENSEE CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that I have read and understand this form and that the information I have provided is true, correct and complete to the best of my knowledge.

SIGNATURE (NO ELECTRONIC OR STAMPED SIGNATURES PERMITTED)

DATE SIGNED

TERMINATING BROKER CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that the above named licensee is no longer affiliated with my company.

SIGNATURE (NO ELECTRONIC OR STAMPED SIGNATURES PERMITTED)

DATE SIGNED

NEW SUPERVISING/BRANCH BROKER CERTIFICATION

I accept responsibility for the actions of the above named licensee and give consent for the licensee to be affiliated with my company.

SIGNATURE (NO ELECTRONIC OR STAMPED SIGNATURES PERMITTED)

DATE SIGNED

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Initials: _____	COMMISSION USE ONLY		
Date Entered: _____	Fee: \$ _____	Deposit Date: _____	Notes: _____