



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
www.grec.state.ga.us

## Real Estate Change Application

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation are required, attach to the application and mail to the address above. Once the completed application, including all supporting documents, is received the application will be processed within 15 business days. An application that requires a background investigation may require considerable additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge.

- Salespersons / CAMS Complete sections **A, B, C, E, F** and Sign in Section **G** of this application.  
Brokers Complete sections **A, B, D, E, F** and Sign in Section **G** of this application.
- Attach any supporting documentation, *if required*, in Section **F**.

### Section A Individual Information

Full Name  License Number

Phone Number

### Section B Change Information

Address / Phone numbers can also be changed instantly by logging in at [www.grec.state.ga.us](http://www.grec.state.ga.us).

Email

Residence Address

City  State  Zip Code

County  Phone Number

Mailing Address

City  State  Zip Code

County  Phone Number  Fax Number

**Change my Name**

Print New Name

*Use this name to sign Section F of this application*

**Send a replacement wall certificate and pocket card**

**Licensee is deceased**

*Attach a copy of the obituary or death certificate.*

#### FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	Codes	Educ	INV	Lic#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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## Section C Only For Salespersons / CAMS - License Status Request

**NOTE: If your license is inactive and continuing education credits are current, this application will activate your license. Your wall license and pocket card will be mailed to your broker.**

- Inactivate my license** *The Broker must release you from the firm. Proceed to section E and complete part A*
- Activate my license** *The Broker must affiliate you with a firm. Proceed to section E and complete part B.*
- Transfer my license** *The Broker must release you from the current firm and then your new Broker must affiliate you with a new firm. Proceed to section E and complete parts A and B.*

## Section D Only for Brokers and Associate Brokers - License Status Request

INDICATE THE LICENSE STATUS YOU NEED THEN FOLLOW THE INSTRUCTIONS DEPENDING ON THE ANSWER YOU CHOSE:

- |  | <input type="radio"/> ACTIVE | <input type="radio"/> INACTIVE |
|--|------------------------------|--------------------------------|
| 1. Indicate the status requested.<br><b>If Active</b> , proceed to # 2<br><b>If Inactive</b> , proceed to # 6  |                              |                                |
| 2. Are you going to become an Associate Broker at a firm?<br><b>If Yes</b> , proceed to <b>Section E</b> and have Broker complete part B<br><b>If No</b> , proceed to # 3  | <input type="radio"/> YES    | <input type="radio"/> NO       |
| 3. Are you transferring, as an Associate Broker from one firm to another firm?<br><b>If Yes</b> , proceed to <b>Section E</b> and have Broker complete parts A & B<br><b>If No</b> , proceed to # 4  | <input type="radio"/> YES    | <input type="radio"/> NO       |
| 4. Are you remaining active at a firm(s) while surrendering a role as Associate Broker, or Broker, at another firm?<br><b>If Yes</b> , proceed to <b>Section E</b> and have Broker complete part A<br><i>NOTE: If a firm license needs to be placed inactive or closed, submit a Firm Change Application</i><br><b>If No</b> , Proceed to # 5  | <input type="radio"/> YES    | <input type="radio"/> NO       |
| 5. Are you activating, as the Broker, back to the same firm as when your license became inactive?<br><b>If Yes</b> , proceed to <b>Section E</b> and complete part B<br><i>NOTE: If a firm license is inactive, submit a Firm Change Application to activate the firm</i><br><b>If No</b> , Submit a 'Change of Qualifying Broker' or 'Open a Firm' Application INSTEAD of this form | <input type="radio"/> YES    | <input type="radio"/> NO       |
| 6. Are you leaving a firm where you are an Associate Broker?<br><b>If Yes</b> , proceed to <b>Section E</b> and have Broker complete part A<br><b>If No</b> , Proceed to # 7   | <input type="radio"/> YES    | <input type="radio"/> NO       |
| 7. Are you leaving a firm where you are a Broker?<br><b>If Yes</b> , proceed to <b>Section E</b> and complete part A<br><i>NOTE: If a firm license needs to be placed inactive or closed, submit a Firm Change Application</i>   | <input type="radio"/> YES    | <input type="radio"/> NO       |



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## Section E Affiliate / Release Information

**A.** I hereby **release** the above individual from this firm. *(If you are the Broker, you will release yourself.)*

Firm Name	<input type="text"/>	Firm License #:	<input type="text"/>
Print Broker Name:	<input type="text"/>	Firm Phone	<input type="text"/>
Broker Signature	<input type="text"/>	Date	<input type="text"/>

**B.** I hereby **affiliate** the above individual with this firm. *(If you are the Broker, you will affiliate yourself.)*

I hereby affiliate the above individual to this firm and certify that the individual has entered into the written agreement required by Substantive Regulation 520-1-.07(5).

Firm Name:	<input type="text" value="RE / PRO, Inc."/>	Firm License #:	<input type="text" value="H - 56592"/>
Print Broker Name:	<input type="text" value="KARL CHU"/>	Firm Phone	<input type="text" value="770. 232 - 0808"/>
New Broker Signature	<input type="text"/>	Date	<input type="text"/>

## Section F Background Information

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence is grounds for denial of your license. A background investigation is extensive and will require additional time before the license is issued. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us)**

**(1)** Have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?

- YES (Documentation Attached)
  YES (On File at GREC)
  NO

**You must answer YES to this question even if:**

- (a) you have been pardoned for a criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If yes and not on file**, you must attach:

- (a) the citation, accusation, information, or indictment that led to the conviction, and
- (b) a certified copy of the sentence / final disposition of every conviction
- (c) an explanation of the circumstances surrounding every conviction
- (d) three letters of recommendation from individuals not related to you by birth or marriage



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(2) Have you ever been disciplined by the Georgia Real Estate Commission and Appraisers Board or any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

- YES (Documentation Attached)       YES (On File at GREC)       NO

If yes and not on file, for every disciplinary action attach:

- (a) a certified copy of the final order of the licensing agency that imposed the disciplinary action, and
- (b) any allegations that preceded the final order
- (c) an explanation of the circumstances surrounding every sanction
- (d) three letters of recommendation from individuals not related to you by birth or marriage

## Section G

## Certification

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby agree not to engage in, conduct, advertise, or hold myself out as engaging in or conducting real estate brokerage activity in Georgia until I receive my wall certificate.

If leaving a firm, I have fully complied with Substantive Regulation 520-1-.07(5).

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Licensee  
Signature

Date