



**NORTH CAROLINA REAL ESTATE COMMISSION**

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[www.ncrec.gov](http://www.ncrec.gov)

FOR COMMISSION USE

DATE \_\_\_\_\_

I.S. \_\_\_\_\_

**REQUEST TO REMOVE LICENSEE**  
**FROM BROKER SUPERVISION**

(To be completed by Qualifying Broker or Broker-in-Charge)

Licensee Name: \_\_\_\_\_  
(Please Print or Type)

License No: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm License No: \_\_\_\_\_ (Not required if sole proprietorship)

Effective Date of Change: \_\_\_\_\_

By signing below, you are acknowledging that the above referenced licensee is no longer affiliated with your firm.

**Please Note:** The Commission should receive a new properly completed Broker-in-Charge Declaration Form **prior to** the removal of a Broker-in-Charge. Otherwise, when a Broker-in-Charge is removed from a firm, he or she may lose their designation as Broker-in-Charge (but may not lose his or her eligibility to be re-designated). Licenses of provisional brokers with the firm are placed on *Inactive Status* and the address of record for both provisional brokers and brokers is changed to their residence address.

\_\_\_\_\_  
Printed Name of Qualifying Broker or Broker-in-Charge

\_\_\_\_\_  
Signature of Qualifying Broker or Broker-in-Charge

\_\_\_\_\_  
Date

*Please allow 3-5 business days for your request to be processed. You and the affected licensee(s) will receive a Notice of License Record Change acknowledging the requested change. If you do not receive a Notice within 30 days, please contact the Commission's Information Services Section.*