



Managing Broker to Broker Transfer Application

Illinois Department of Financial and Professional Regulation - Division of Real Estate
320 West Washington Street, 3rd Floor Springfield, Illinois 62786
Real Estate Licensing - Phone: (800) 560-6420 Fax: (217) 782-3390 TTY: (866) 325-4949

TRANSFER INFORMATION

1. A managing broker license may transfer to a broker license only if the managing broker license is eligible for renewal. Pending disciplines will be transferred to the new broker license.
2. Upon the transfer of a managing broker license to a broker license, the managing broker license will be cancelled. To obtain a managing broker license after transferring to a broker license, a transferee shall meet the requirements of a new applicant for managing broker as set forth in the Act and Rules.
3. All brokers must have a sponsoring broker. If you are currently a self sponsoring managing broker, you need to find a new sponsoring broker, complete the 45 Day Permit Sponsor Card, and pay an additional non-refundable \$25.00 fee.
4. All licensees required to complete continuing education (“CE”) shall have (i) renewed their managing broker license in the previous renewal period with the required CE and (ii) completed the following CE at the time of application: either 6 CE credit hours or 12 CE credit hours depending on the date of transfer application from Managing Broker to Broker, see guide below:

Guide for Transfer Application Requirements During Upcoming Renewals	
Date of Transfer Application	Requirements
First year of Managing Broker term which is May 1 of odd years to April 30 of even years.	Complete 6 hours of Broker CE (3 Core, 3 Elective).
Second year of Managing Broker term which is May 1 of even years to April 30 of odd years.	Complete 12 hours of Broker CE (6 Core A & B, 6 Elective).

APPLICATION INSTRUCTIONS

1. Print, complete, and sign page 2 of this document. This form cannot be submitted electronically. (If you are changing your sponsoring broker, you must complete a separate 45 Day Permit Sponsor Card, which requires an additional non-refundable \$25.00 fee.)
2. Mail page 2 to the above address with the non-refundable \$125.00 fee (and any other applicable fees) in the form of a check or money order payable to IDFPR.



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Transferee License Number:	Transferee Social Security Number:
Transferee Name:	Current Sponsoring Broker Name:
Transferee Email:	Current Sponsoring Broker License Number:
<input type="checkbox"/> Check here if change of address and complete below: <i>(If you are changing your sponsoring broker, you must complete a separate 45 Day Permit Sponsor Card with a \$25.00 fee)</i>	
Transferee Mailing Address (<i>P.O. boxes not accepted</i>):	Transferee City, State, Zip:

All sections must be completed. Incomplete applications will not be processed.

1.	Are you more than 30 days in arrears on court ordered child support payments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Are you in arrears on any state taxes due to the Illinois Department of Revenue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Are you in arrears on any student loan acquired through the Illinois Student Assistance Commission?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Have you been convicted in any state or federal jurisdiction, including military courts, of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Have you been convicted in any state or federal jurisdiction, including military courts, of any crime of which an essential element is dishonesty, or fraud?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Have you been denied a professional license, permit or certification or the privilege of taking an examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Have you ever had a professional license, permit or certification disciplined by any licensing authority in Illinois or any other state/jurisdiction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Have you ever been discharged from the armed services, other than honorable, or from a city, county, state or federal position?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Check only one: <input type="checkbox"/> I have an active managing broker license and (i) renewed my managing broker license in the previous renewal period with the required CE <u>and</u> (ii) completed the CE requirements at the time of application. (Refer to CE Guide on instruction page). <input type="checkbox"/> I have an active managing broker license and am exempt from the CE requirements in accordance with the Real Estate License Act of 2000 and Rules.		
10.	Certification I understand that if I provide false or fraudulent information my license could be disciplined and/or fined. I read this application in its entirety and to the best of my knowledge all statements are true, correct, and accurate. My signature authorizes the Illinois Department of Financial and Professional Regulation to conduct a criminal background investigation. I acknowledge that to obtain a managing broker license after transferring to a broker license, I will be required to meet the requirements of a new applicant for managing broker license as set forth in the Real Estate License Act of 2000 and Rules.		
	Transferee Signature:	Date:	
	Current Managing Broker Printed Name:	Current Managing Broker License Number.:	Current Managing Broker Email:
	Current Managing Broker Signature:		Date: