



Instructions for Application for Reassignment of Real Estate License

**** Please note** that reassignment forms must be signed by all parties involved. If they are not signed by all parties involved our office will be unable to process the application. The Commission understands there is a need to balance effectiveness and good government for all parties involved. Therefore, there are three exceptions:

1. If one of the parties involved refuses to sign the reassignment form, please attach a letter stating that an attempt was made and that "X" refused to sign.
2. If one of the parties cannot be located please attach a letter stating that you are unable to locate the individual.
3. If a Broker has an agent who they believe has committed an egregious act and must terminate their relationship post-haste, please attach a copy of the letter you have sent to the licensee notifying them that you are sending their license back to the State.

Indiana Licensed Real Estate Salespersons or Brokers who wish to transfer their license must complete this reassignment application. The following is a list of scenarios under which this application would be used:

1. If you are an **Indiana Licensed Salesperson** and:
 - a. You wish to have your "Unassigned" license associated with a company or Independent Broker (\$10 Application Fee).
 - b. You wish to transfer your "Active" or "Referral" license from one company or Independent Broker to another company or Independent Broker (\$10 Application Fee).
 - c. You wish to place your "Active" license into "Referral" status with either the same company or Independent Broker or to a different company or Independent Broker (\$10 Application Fee).
 - d. You wish to have your "Active" license placed into "Inactive/Unassigned" status (No Fee).
2. If you are an **Indiana Licensed Associate Broker** and:
 - a. You wish to hold your own license, effectively becoming an Independent Broker (\$10 Application Fee)
 - b. You wish to have your "Unassigned" license associated with a company or Independent Broker or you wish to hold your own license as an Independent Broker (\$10 Application Fee).
 - c. You wish to transfer your "Active" or "Referral" license from one company or Independent Broker to another company or Independent Broker (\$10 Application Fee).
 - d. You wish to place your "Active" license into "Referral" status with either the same company or Principal Broker or to a different company or Principal Broker (\$10 Application Fee).
 - e. You wish to have your "Active" license placed into "Unassigned" status (No Fee).
3. If you are an **Indiana Licensed Principal Broker** and:

- a. You wish to transfer your license and associate yourself with a company or another Principal Broker, effectively becoming an Associate Broker (\$10 Application Fee).
 - b. You wish to transfer your "Active" license to "Referral" status with a company or another Principal Broker, effectively becoming an Associate Broker (\$10 Application Fee).
 - c. You wish to transfer your license and become the Principal Broker of a company (\$10 Application Fee).
4. If you are an **Indiana Licensed Principal Broker** and:
- a. You wish to transfer from the Principal Broker of one company and become the Principal Broker of another company, or you wish to become the Principal Broker of an additional company (\$10 Application Fee).
 - b. You wish to transfer your license and associate yourself with a company or an Principal Broker, effectively becoming an Associate Broker (\$10 Application Fee).
 - c. You wish to transfer your "Active" license to "Referral" status with a company or another Principal Broker, effectively becoming an Associate Broker (\$10 Application Fee).
 - d. You wish to hold your own license (\$10 Application Fee).
5. If your Indiana Salesperson or Broker license is currently in "Inactive/Unassigned" or "Referral" status and you wish to activate that license, you will need to select Activation (\$10 Application Fee).