

## LICENSE ACTIVATION FORM

PAGE 1

### INSTRUCTIONS:

**ALL LICENSEES** - Before submitting an application for license activation, please ensure that you have met CE (continuing education) requirements for the current license period. You can verify your CE credits on the Commission's website, arec.alabama.gov, or contact the Commission office at 334.242.5544 for assistance.

Complete this form online and print it for submission OR print the form and complete it in black or blue ink. **Mail the form and fees to 1201 Carmichael Way, Montgomery, AL 36106.** Complete applications are normally processed within 3 business days from the date received. Please contact the Licensing Division at 334.242.5544 with any questions concerning completion of this form.

#### Instructions for SALESPERSONS and ASSOCIATE BROKERS

1. Complete Part A on reverse side and return to the Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106.
2. Have the qualifying broker under whom you wish to be licensed complete Part B on reverse side.
3. Attach a \$25 check made payable to the Alabama Real Estate Commission to transfer your license to active status.
4. Attach a \$30 check made payable to the Alabama Real Estate Commission **ONLY** if you have never held an active Alabama real estate license.

#### Instructions for QUALIFYING BROKER

1. Complete Part B on reverse side and return to the Alabama Real Estate Commission.
2. Attach a \$25 check made payable to the Alabama Real Estate Commission to transfer your broker's license to active status.
3. Attach a \$30 check made payable to the Alabama Real Estate Commission **ONLY** if you have never held an **active** broker's license.
4. **TO OPEN A NEW CORPORATION, PARTNERSHIP, SOLE PROPRIETORSHIP, OR BRANCH OFFICE:** Obtain the company application form from the Alabama Real Estate Commission and attach the appropriate license fees as indicated on that application. Submit to the Commission along with this application to activate your broker's license.
5. Complete applications are normally processed within 3 business days from the date received. Once processed, the license will be available for printing by the qualifying broker from the Commission's website, arec.alabama.gov, using the company login (the company license number and the Qualifying Broker's personal information).

