



**State of New Hampshire**  
**OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION**  
**DIVISION OF LICENSING AND BOARD ADMINISTRATION**  
7 Eagle Square, Concord, NH 03301-2412  
Phone: 603-271-2152

REAL ESTATE COMMISSION TRANSFER/ACTIVATION FORM

- Change of Broker (broker to broker)
- Change of Firm Branch (same broker)
- Reactivation from an inactive status

License type to be amended:

- Salesperson     Broker

Licensee Name: \_\_\_\_\_  
As it appears on your license

License Number: \_\_\_\_\_ First Date of Employment/  
Date of Change: \_\_\_\_\_

Upon receipt of the license herein applied for, the above named applicant will be employed by me or will otherwise be under contract with me to perform services as a real estate licensee, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will immediately notify the New Hampshire Real Estate Commission within 5 days, as required by RSA 331-A:17, IV.

Principal Broker Name: \_\_\_\_\_  
As it appears on your license

Principal Broker Business Address : \_\_\_\_\_

Principal Broker Phone Number: \_\_\_\_\_ Principal Broker License  
Number: \_\_\_\_\_

Firm License Number where Licensee will be Employed: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal Broker

\_\_\_\_\_  
Date

**It is the principal broker's responsibility to ensure that all license numbers and dates are accurate, errors in license numbers or dates will require an additional form and fee to correct**

Your request will not be processed without the following:

- \$20.00 Amendment Fee (For this amendment)
- 12 Hours of Elective Education, if applicable
- \$25,000.00 Surety Bond (For principal & Managing Broker)
- Contacted former broker and asked them to send back wall license with a deactivation form (Only if changing principal broker)