

**ILLINOIS DEPARTMENT OF FINANCIAL AND  
PROFESSIONAL REGULATION  
DIVISION OF PROFESSIONAL REGULATION  
REAL ESTATE LICENSING**

P.O. BOX 7007  
SPRINGFIELD, IL 62701

**2008 BROKER TO SALESPERSON TRANSFER APPLICATION**

**APPLICATION AND INSTRUCTIONS  
READ INSTRUCTIONS BEFORE COMPLETING TRANSFER FORM**

1. Complete and print page 2 of this document and MAIL with correct fee to the above address. **THIS FORM CANNOT BE SUBMITTED ELECTRONICALLY.**

\*Transfer fee:                      **04/30/2008        \$50.00**

\* A broker can only transfer to a salespersons license if the broker license is eligible for renewal.

2. Payment must be in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation. **FEES ARE NOT REFUNDABLE.** After reading the following instructions, if you have any questions call 217/782-3414.
3. **Once you complete this form and transfer from a broker to a salespersons license, your broker license will be canceled. In order to obtain a broker license, you will need to meet the requirements of a new applicant according to the Real Estate License Act of 2000.**
4. Please make any name and/or address changes for your license in the area provided. **A P.O. Box must be accompanied by a street address.** CHANGE OF NAME MUST BE ACCOMPANIED BY DOCUMENTARY PROOF (ie., certified or photocopy of a marriage certificate, divorce decree, or court order). **A COPY OF YOUR SOCIAL SECURITY CARD OR DRIVERS LICENSE IS NOT ACCEPTABLE.**
5. If you are changing your sponsoring broker, your sponsor must complete a 45-DAY PERMIT SPONSOR CARD. <http://www.idfpr.com/dpr/re/Forms/re45day.pdf> **This requires a \$25 fee in addition to the transfer fee.** A salesperson cannot be self sponsored. If you are currently a self sponsoring broker, you need to find a new sponsoring broker and include the additional \$25 fee.
6. Licensees are required to complete 12 hours of continuing education (CE), 6 Core/Mandatory and 6 Elective. Only CE earned between 5/1/2006 and 4/30/2008 satisfies the CE requirement for this renewal period. **Do not submit CE documentation with the renewal application. Retain all of your original CE certificates of completion**

CE Exemptions: 1. Licensees who have served in the armed services of the United States during the pre-renewal period, 2. Illinois licensed attorneys who hold a current ARDC card (a copy of the card must be provided with this form).

**\*\*\*Check out our WEB SITE [www.idfpr.com](http://www.idfpr.com)—For information regarding IDFPR updates and on-line renewals\*\*\***

***Practice of real estate after the expiration of your license shall constitute unlicensed practice which may result in civil/criminal penalties and discipline of your license.***

## 2008 CHANGE FROM BROKER TO SALESPERSON

LICENSE NO.:	SPONSOR LICENSE NO.:
NAME:	SPONSOR NAME:
ADDRESS:	<input type="checkbox"/> CHECK HERE IF CHANGE OF SPONSOR (Include \$25 fee)
ADDRESS LINE 2:	MANAGING BROKER NAME:
CITY, STATE, ZIP:	MANAGING BROKER LICENSE NO.:
<input type="checkbox"/> CHECK HERE IF CHANGE OF ADDRESS	

**ALL QUESTIONS MUST BE ANSWERED – Incomplete applications will be returned.**

YES NO

Are you more than 30 days in arrears on court ordered Child Support Payments?

**CONTINUING EDUCATION REQUIREMENTS- (CHECK ONE ONLY).**

- I have fully complied with the CE requirements for the proceeding broker renewal period. (CE must be taken prior to submission of this transfer application.) **DO NOT SUBMIT CE CERTIFICATES OF COMPLETION WITH THIS RENEWAL.**
- I am exempt from the CE requirements in accordance with the Real Estate License Act of 2000.

**CERTIFICATION STATEMENTS**

I understand that if I provide false/fraudulent information, I could lose my license, be fined up to \$25,000 or have other penalties assessed. Therefore, I declare that I have examined this form, and to the best of my knowledge, all statements are true, correct, and accurate. In addition, my signature authorizes the Illinois Department of Financial and Professional Regulation to conduct criminal background investigations. I also certify that the sponsoring broker indicated above (or indicated on a completed 45-Day Permit Sponsor Card if changing sponsors) is my sponsoring broker.

**I also acknowledge in order to obtain a broker license after transferring to a salesperson license, I will be required to meet the requirements of a new applicant according to the Real Estate License Act of 2000.**

Printed Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Your Signature \_\_\_\_\_

Social Security Number \_\_\_\_\_ Sex M  or F   
(Disclosure of applicant's Social Security Number is mandatory pursuant to 42 U.S.C. 666(a)(13) and 5 ILCS 100/10-65(c) for use under the State's child support enforcement program.)

Managing Broker Signature\* \_\_\_\_\_  
 \*Required only if changing sponsoring broker on 45-Day Permit Sponsor Card.

Managing Broker License # \_\_\_\_\_