



TRANSFER FORM | REL-300

This is a fillable form

INSTRUCTIONS

Complete this form to transfer your license from one company to another, from one branch to another, from a main office to a branch, or from a branch to a main office.

If you are a broker and the company you are transferring to is a new company or you are re-opening a closed company, you must enclose the Open Company or Branch Office form (REC-430) and \$25.00 Open Office fee.

SIGNATURES

The licensee, the terminating broker and the new broker must all sign the Transfer form. The form may be emailed or faxed to/from the licensee and brokers for signature.

If you are affiliated with multiple offices, additional signatures are required. All supervising brokers and branch brokers are required to acknowledge (by signature) any transfer or new/discontinued affiliation. Attach copies of the transfer form for additional signatures.

\$15.00 FEE

Complete the attached credit card/electronic check form and return to the Commission by email or fax. The licensee may also call the Commission with their payment information.

Alternatively, a \$15 check or money order made payable to KREC may be mailed along with the completed Transfer Form to the Commission address above.

PROCESSING

You may not perform activities requiring a Kansas license until your transfer is effective with KREC. To check whether your company affiliation has been updated, click on "Licensee Search" at www.krec.ks.gov. **Incomplete requests will delay processing.**

Processing may also be delayed if the licensee holds a license that is **Restricted** to the terminating broker. If so, the licensee must provide a copy of the Restriction Order to the proposed new broker. The new broker must include a written notice to the Commission that the Order has been read and that he/she is willing to supervise the licensee on a Restricted basis.

CHECKLIST

- \$15.00 Transfer fee
- Transfer form including:
 - Licensee signature
 - New Supervising or Branch Broker signature
 - Terminating Broker signature
- If you are a broker and opening a new company or re-opening a closed company:
 - Open Company or Branch Office form (REC-430)
 - \$25.00 Open Office fee



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LICENSEE INFORMATION:			
LICENSEE NAME		LICENSE NUMBER	
TRANSFER FROM:			
TERMINATING COMPANY NAME		TERMINATING COMPANY NUMBER	
TRANSFER TO:			
NEW COMPANY NAME		NEW COMPANY NUMBER (OMIT AND WRITE "NEW" IF NEW COMPANY)	
ADDRESS LINE 1		NEW BROKER LICENSE NUMBER	
ADDRESS LINE 2			
CITY	STATE	ZIP	COUNTY

If you (the licensee) wish to update your email or business phone, please login to MyLicense E-Gov at licensing.ks.gov/EGOV_KREC to update your contact information. If you do not have a user ID or password, you will need to create one by clicking the "Register a Person" button.

LICENSEE CERTIFICATION

SIGNATURE DATE SIGNED

TERMINATING BROKER CERTIFICATION

SIGNATURE DATE SIGNED

NEW SUPERVISING/BRANCH BROKER CERTIFICATION

I accept responsibility for the actions of the above named licensee and give consent for the licensee to be affiliated with my company.

SIGNATURE DATE SIGNED

NOTE: If the licensee is affiliated with multiple offices, additional signatures are required. All supervising brokers and branch brokers are required to acknowledge (by signature) any transfer or new/discontinued affiliations. Attach copies of this form for additional signatures.

Initials: _____	COMMISSION USE ONLY	
Date Entered: _____	Fee: <u>\$15.00</u>	Deposit Date: _____



PAYMENT AUTHORIZATION FORM

Option 1: CREDIT CARD PAYMENT INFORMATION

Licensee Name:	Email Address: (optional for electronic receipt)	Zip Code:	Expiration Date:
Card Information: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover			
<input type="checkbox"/> American Express			

Option 2: ELECTRONIC CHECK PAYMENT INFORMATION

Account Holder Name:	Email Address: (optional for electronic receipt)
Transaction Type: <input type="checkbox"/> Personal <input type="checkbox"/> Business	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account Number:	Routing Number:

All forms may be mailed to the address above.
 Alternatively, they may be submitted via email or fax to:
 Email: krec@ks.gov
 Fax: 785-296-1771

If you prefer to provide your credit card or electronic check information by phone, call 785-296-3411.

After processing your payment, this document will be shredded.

