SUPERVISING BROKER CHANGE

Click **AFFILIATION CHANGE** on the menu

![Company\Branch Office Home Page]

Click **CONTINUE** on the blue bar above the correct office, then click **NEXT STEP**

**Manage Affiliations**

To proceed, click "Continue" below.

**Licenses**

<table>
<thead>
<tr>
<th>Company</th>
<th>License Number</th>
<th>License Status</th>
<th>Issue Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CC00003036</td>
<td>Open</td>
<td>7/1/2019</td>
<td></td>
</tr>
<tr>
<td>Branch Office</td>
<td>BO00003036</td>
<td>Open</td>
<td>9/1/2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BO00003070</td>
<td>Open</td>
<td>1/9/2020</td>
<td></td>
</tr>
</tbody>
</table>
Click **CHANGE**, then click the radio button next to the current broker information; enter the new brokers license number below then click **SEARCH**

## Broker Information

I would like to:

- [ ] Change
  
  Designate a new responsible broker for this company.

### Action | Name | License Number | License Type | Status
--- | --- | --- | --- | ---
| ![Image](72x710) | John Doe TESTER | 00240202 | Broker | On File |

**Complete**

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## Broker Change

Select affiliation to change, then enter the License number below. Click "Search". Once you've found the new broker, click on the name to proceed.

**Note:** Enter all digits of license number, do not include prefix. Ex: 00001234

### Action | Type | Number | Name
--- | --- | --- | ---
| ![Image](72x309) | Broker | 00240202 | John Doe TESTER |

**Search for a Licensee**

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Click the name of the new broker then click **COMPLETE**

### Action | Type | Number | Name
--- | --- | --- | ---
| ![Image](72x309) | KREC-Real Estate | Broker | 00243582 |

**Search for a Licensee**

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**Broker Information**

I would like to:

- [ ] Change
  
  Designate a new responsible broker for this company.

### Action | Name | License Number | License Type | Status
--- | --- | --- | --- | ---
| Undo | John Doe TESTER — Little - Tester Doe | 00240202 — 00243582 | Broker | Pending Change |

**Complete**
Click **SUBMIT** on the summary page. An email will be sent to the new broker requesting their approval - they will need to login to E-Gov with their own user name and password to approve it. The instructions for approval are included in the email.

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**Request Summary**

The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link on the left.

**License**

<table>
<thead>
<tr>
<th>Company</th>
<th>License Number: CO00000000</th>
<th>License Status: Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date: 7/1/2019</td>
<td>Expiration Date:</td>
<td></td>
</tr>
</tbody>
</table>

**Name:** Doe - Test Realty

**Affiliation Changes**

<table>
<thead>
<tr>
<th>Prerequisite Name</th>
<th>Prerequisite License No</th>
<th>Prerequisite License Type</th>
<th>Relationship</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little - TestER Doe</td>
<td>00243582</td>
<td>Broker</td>
<td></td>
<td>Update</td>
</tr>
</tbody>
</table>

By clicking submit, I certify that I have notified my current supervising broker of the changes that I am requesting and, if my intent is to terminate my affiliation, have discussed any pending transactions and agreements.

When you have verified all information, click the **Submit** button to complete your request or send it for approval.

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Dear **John Doe TESTER**,

**Re:** Broker, Number: 00240202

**Branch Office Doe - Test Realty, BO000003039** has requested a change to the Responsible Broker relationship that requires your approval.

Please login to [My license E-Gov](#) and click APPROVE CHANGES to review and approve/deny pending requests. Follow the [Instructions for E-Gov Approvals](#) to complete this request.

Please note: You may review your company roster at any time using the [Company Search](#) on our website. If you have questions, please contact our office.

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