

SUPERVISING BROKER CHANGE

Click **AFFILIATION CHANGE** on the menu

Menu
Name/Contact Info Change
Renew License
Affiliation Change
Status Change
License Certification
Branch Address Change
Approve Changes
Remove Affiliated Licensees
Logout

Company\Branch Office Home Page

The list below displays all companies and or branch offices currently registered with US.

Company\Branch Office

Name: Doe - Test Realty
Address: 129 main
12312
Topeka, KS 66603

Company	Documents		
Issue Date:	7/1/2019		
Company Number:	CO00003038	Office Status:	Open
Branch Office	Documents		

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

Manage Affiliations

To proceed, click "Continue" below.

Licenses

Company	Continue		
License Number:	CO00003038	License Status:	Open
Issue Date:	7/1/2019	Expiration Date:	
Branch Office	Continue		
License Number:	BO00003039	License Status:	Open
Issue Date:	9/1/2019	Expiration Date:	
Branch Office	Continue		
License Number:	BO00003070	License Status:	Open
Issue Date:	1/9/2020	Expiration Date:	

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:

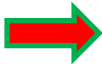
Designate a new responsible broker for this company.

Action	Name	License Number	License Type	Status
	John Doe TESTER	00240202	Broker	On File

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



	Type	Number	Name
<input checked="" type="radio"/>	Broker	00240202	John Doe TESTER

Kansas State Agency:

License Type:

License Number: [Search for a Licensee](#)

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

Agency:
License Type:
License Number: [Search for a Licensee](#)

Name	Status
Little - TestER Doe	Active



Broker Information

I would like to:

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

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.

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

Company			
License Number:	CO00003038	License Status:	Open
Issue Date:	7/1/2018	Expiration Date:	

Name: Doe - Test Realty

Affiliation Changes

Prerequisite Name	Prerequisite License No	Prerequisite License Type	Relationship	Action
Little - TestER Doe	00243582	Broker		Update

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.



Dear John Doe TESTER,

Re: Broker, Number: 00240202

Branch Office Doe - Test Realty, BO00003039 has requested a change to the Responsible Broker relationship that requires your approval.

Please login to [MyLicense 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.

Kansas Real Estate Commission
Jayhawk Tower
700 SW Jackson Street, Suite 404
Topeka, Kansas 66603-3785
Telephone: (785) 296-3411
email: krec@ks.gov
website: www.krec.ks.gov/