



Choose the appropriate option based on what you want to do:

### Affiliation Information

I would like to:

- Change** Move my license from the current company/branch to another one.
- Add** Add an affiliation with a new company/branch while maintaining existing affiliation(s).
- Remove** Remove an existing affiliation with a company/branch.

### Removing all of your affiliations will place your license on inactive status.

If you select **CHANGE** or **ADD**, you must enter the new company information. Select the Office Type (Company/Branch) then enter the Company Number (ex. CO0000XXXX) and click **SEARCH**. Click the Company Name then click **COMPLETE**.

**\*\*NOTE:** If you select **CHANGE**, you must click the radio button next to your current company as shown below- failure to do so will result in an incomplete request.

#### License Change

Select affiliation to change, then choose the office type and enter the company number below. Click "Search". Once you've found the new company/branch, click on the name to proceed.

Note: you must enter the entire company number including the prefix and all digits. Ex:BO00001234

	Office Type	Company Number	Name
<input checked="" type="radio"/>	Company	CO00003038	Doe - Test Realty

Kansas State Agency: KREC-Real Estate

Office Type: -- Select --

Company Number: Search for a Company/Branch

Cancel Search

#### Add New Affiliation

Select the office type and enter the company number below. Click "Search". Once you've found the new company/branch, click on the name to proceed.

Note: you must enter the entire company number including the prefix and all digits. Ex:BO00001234

Kansas State Agency: KREC-Real Estate

Office Type: Company

Company Number: CO00003038 Search for a Company/Branch

Cancel Search

Name	Status
Doe - Test Realty	Open

**Important:** A Salesperson may only be affiliated with multiple companies/branches if the offices all have the same SUPERVISING BROKER.

Review the Request Summary for accuracy, click **SUBMIT**

## 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

Salesperson			
License Number:	00243584	License Status:	Active
Issue Date:	12/17/2019	Expiration Date:	12/1/2021

Name: Jonathon Doe

### Affiliation Changes

Company No	Name	Office Type	Relationship	Action
CO00003038	Doe - Test Realty	Company		Add

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.



**An email will be sent to the new company for approval-** if they approve the request and pay applicable fee (\$15 activation fee for *CHANGES* only), the request will be sent to KREC for processing; if they approve the request but do not pay the fee, you will be sent an email advising you to log back in to provide payment-a link to the payment instructions is included in that email.

Dear Doe - Test Realty,

Re: Company, Number: CO00003038

Salesperson Jonathon Doe KREC, 00243584 has requested a change to the Affiliated Licensee 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.

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