



Regulation and Licensing Department
NEW MEXICO REAL ESTATE COMMISSION
5500 San Antonio Dr. NE, Suite B
Albuquerque, NM 87109
(505) 222-9824

http://www.rld.state.nm.us/boards/Real_Estate_Commission.aspx

NEW MEXICO LICENSE TRANSFER APPLICATION

This form will be returned if not properly completed or not accompanied by the \$20 Transfer fee and a copy of your errors and omissions insurance policy. **Your current license must be returned to the Real Estate Commission before the License Transfer Application can be processed, unless the current license status is "inactive."**

Applicant Information

☐ PERSONAL NAME CHANGE (Please check this box if applicable.) LICENSE #:

NAME OF LICENSEE E-MAIL:

RESIDENCE MAILING ADDRESS

CITY STATE ZIP PHONE #:

Do you have a current errors and omissions insurance policy? YES ☐ NO ☐
If Yes, please attach a copy of your policy verifying current coverage. If No, please contact Rice Insurance Services at 1-800-637-7319. Your license will not be transferred until a copy of your policy is received in the Real Estate Commission office.

Brokerage Transferring From:

TRADE NAME: Or license is inactive check yes { } YES

QUALIFYING BROKER:

Brokerage Transferring To:

TRADE NAME:

QUALIFYING BROKER: PHONE #:

BROKERAGE ADDRESS CITY STATE ZIP

MAILING ADDRESS CITY STATE ZIP

SIGNATURE OF QUALIFYING BROKER DATE: LIC #:

SIGNATURE OF APPLICANT DATE:

Checklist for Transfer Applications

☐ **Transfer Form** (entire form complete and signed by applicant and qualifying broker)

☐ **Original License (Please check one)**

- ☐ **License Attached**
- ☐ **Qualifying Broker will mail it in**
- ☐ **License is Inactive**

(The transfer application may be accepted without the original license if the QB is mailing the license or if it has already been mailed and is on Inactive status)

☐ **Copy of Errors and Omissions Insurance Policy**

☐ **\$20.00 fee**