



Real Estate Commission

Transfer Application User Guide

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Transfer Application

1. In the **Introduction** step, read the information carefully, then click “**Next**”.

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Introduction

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each individual applying meets all requirements for licensure set by either state statute or regulations governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession and certify that licensees meet minimum education, training, and health and safety standards to ensure public trust.

If you have further questions regarding licensure or the Regulation and Licensing Department Boards and Commissions Division, please visit the website at www.rld.nm.gov/boards-and-commissions/. Each Board and Commission have their own webpage with specific requirements for licensure, continuing education, renewals, public meeting information, and a direct phone number and email to their respective administrator and other support staff who can be reached for help.

If you are ready to apply, please click the Save & Next button to begin your application.



Please ensure that you are applying for the correct license, permit or exam approval. Incorrect applications or those submitted in error may result in delays or additional application fees. Please note all fees are non-refundable even if the application is denied or withdrawn.

Save for later

Next

2. On the **Basic Information** page, verify that all information is valid and up to date.

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Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

Applicant Information

* First Name

Middle Name

* Last Name

Any other name(s)

* Phone Number

* Email Address

Mailing Address

* Mailing Street

* Mailing City

* Mailing State

Mailing County (If In New Mexico)

* Mailing Zip

* Mailing Country

Save for later

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Next

- a. If your information is **Not Up to Date**, select the **“My Profile”** button at the top left to update your information.

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Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

Applicant Information

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

Mailing Address

* Mailing Street

* Mailing City * Mailing State

Mailing County (If in New Mexico) * Mailing Zip

* Mailing Country

Save for later Previous Next

- i. Select the **“Edit”** button at the bottom right of the page.

My Profile

Person Information

* First Name Middle Name * Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

Race Ethnicity Preferred Language Are you a New Mexico Resident ?

Date of Birth Gender

Primary Phone No Business Phone No

Identifier Type Identifier Number

Mailing Address

Mailing Street

City State/Province

Country Zip Code County (If in New Mexico)

Edit

- ii. Enter in all relevant updated data and select **“Save”** at the bottom right when completed, then return to your application and click **“Next”**.

My Profile

Person Information

*First Name Middle Name *Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

*Race *Ethnicity *Preferred Language *Are you a New Mexico Resident?

*Date of Birth *Gender

*Primary Phone No Business Phone No

*Identifier Type *Identifier Number

Mailing Address

*Mailing Street

*City State/Province

Country *Zip Code County (If In New Mexico)

Cancel Save

- b. If your information is **Up to Date**, select the **“Next”** button at the bottom right of the page.

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Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

Applicant Information

*First Name Middle Name *Last Name

Any other name(s)

*Phone Number *Email Address

Mailing Address

*Mailing Street

*Mailing City *Mailing State

Mailing County (If In New Mexico) *Mailing Zip

*Mailing Country

Save for later Previous Next

3. In the **Questions** section, you will answer questions about your licensure. Please complete each section of this page, as they are all required to proceed.
- Read **Question 1** and all of the responses carefully, then select one of the options by selecting the radio button to the left of your response to indicate the reason for your **Transfer Application**. You'll then be prompted to enter the **Broker License** you are transferring into the text box. Your remaining questions will be different depending on your answer to the first question.

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Questions

* Please select the appropriate reason for this application:

- ☒ I want to transfer my active Qualifying Broker license to a new Trade Name (brokerage)
- ☐ I want to transfer my inactive Qualifying Broker license to a new Trade Name (brokerage)
- ☐ I want to transfer my Qualifying Broker (QB working as AB) license to a new Supervisory Qualifying Broker
- ☐ I want to transfer my Associate Broker license to a new Supervisory Qualifying Broker

You will be required to upload authorization from corporate office of new Trade Name on document upload page, later in the application.

* Specify the Broker license (Associate or Qualifying) which you want to transfer?

- If you selected the **First** or **Second** response to **Question 1**, you'll be prompted to use the **Trade Name** license number **Search Box** to look up the license you are transferring your **Qualifying Broker** license to. Enter the **Trade Name** license number into the **Search Box**, then select the correct number from the list that is generated underneath the search field. The **Trade Name** and **Trade Name License Number** will populate in the fields below the **Search Box**. If the information is correct, continue to the next step.

* Specify the Name and License Number for Trade Name (brokerage) where you want to transfer your Qualifying Broker license? You can search by entering the license number.

Trade Name

Trade Name License Number

- Depending on your selection in **Question 1**, you may be asked to enter the **Number of Brokers** that will transfer with you. Answer this question by entering a **whole number** into the text box (0 is an acceptable response). Additional questions may populate with only one valid response: "**Yes**". Click the radio button next to the response to indicate your acknowledgement of the question/statement.

* Specify number of brokers licensed in New Mexico who will be transferred with you to new Trade Name (brokerage). Please enter 0 if not applicable.

Your qualifying broker license and all brokers licenses that will be getting transferred with you to new Trade Name (brokerage) are required to be returned to the Commission to complete this application. A fee of \$20 per license up to \$200 will be charged with this application.

* Do you understand that you are responsible for submitting current wall license(s) for yourself and each broker that will be impacted, if applicable, by your transfer request to the Commission?

☒ Yes

Note: Questions with only one response are a licensure requirement set by your Board/Commission. If you are unable to answer the question truthfully, you may need to contact your Board to inquire about meeting this license type's requirements.

- d. If you selected the **Third** or **Fourth** option to **Question 1**, you'll be prompted to use the **Supervisor Search Box** to look up the **Qualifying Broker** license of your **Acting Supervisor**. Enter the Qualifying Broker license number into the **Search Box**, then select the correct license number from the list that is generated underneath the search field. The **Supervisor Name** and **Supervisor License Number** will populate in the fields below the **Search Box**.

* Specify an active New Mexico licensed Qualifying Broker who will be acting as your supervisor?

21

Supervisor Name Supervisor License Number

V B 21

* Has your supervisory qualifying broker completed the 'Supervisory Transfer Authorization Form' ?

☒ Yes

You will be required to upload 'Supervisory Transfer Authorization Form' on the document upload page, later in the application. You can download the form by clicking the link <https://www.rld.nm.gov/boards-and-commissions/individual-boards-and-commissions/real-estate-commission/licensing-registration-and-renewal/>

* Do you understand that if your new supervisor's qualifying broker license becomes expired, cancelled or inactive; then your broker license be moved to inactive status and you will not be able to operate in New Mexico.

☒ Yes

* Do you understand that you are responsible for submitting current wall license(s) for yourself and each broker that will be impacted, if applicable, by your transfer request to the Commission?

☒ Yes

- e. Additional questions may populate with only one valid response: **"Yes"**. Click the radio button next to the response to indicate your acknowledgement of the question/statement.
- f. Answer the final three questions in this section by clicking **"Yes"** or **"No"** in the radio button next to the response you are choosing. If you select **"Yes"** to any of the final three questions, an additional text field will populate for you to **Provide Any Relevant Details** pertaining to the question. You will have an opportunity to upload **Supporting Documents** in a later section of the application.

* Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes
☒ No

* Have you been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in NMAC 16.61.3.15(A)?

☐ Yes
☒ No

* Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

☒ Yes
☐ No

A person who submits an application for an initial license or renewal of a license is not eligible for issuance of the license if the applicant is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.

* Provide any relevant details below. It is also recommended that you upload documentation of the criminal case and disposition (e.g. decision and order, settlement, plea, etc.) as other supporting documents on the document upload page, later in this application.

Save for later

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- g. Once all sections of the **Questions** section are answered accurately, click **"Next"** to proceed.

4. In the **Uploaded Documents** section, click the blue **“Upload”** icon to begin selecting the document to upload. All fields marked with a red asterisk (*) are mandatory for your application.

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Upload Documents

Document Name	Document Description	Uploaded Files
* Universal Form	Form is available on RLD website. Your Supervisory Qualifying Broker must complete and sign the form.	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

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- a. Select the **“Upload Files”** button to open the file directory of your computer.

Upload

Please attach a copy of the required document.

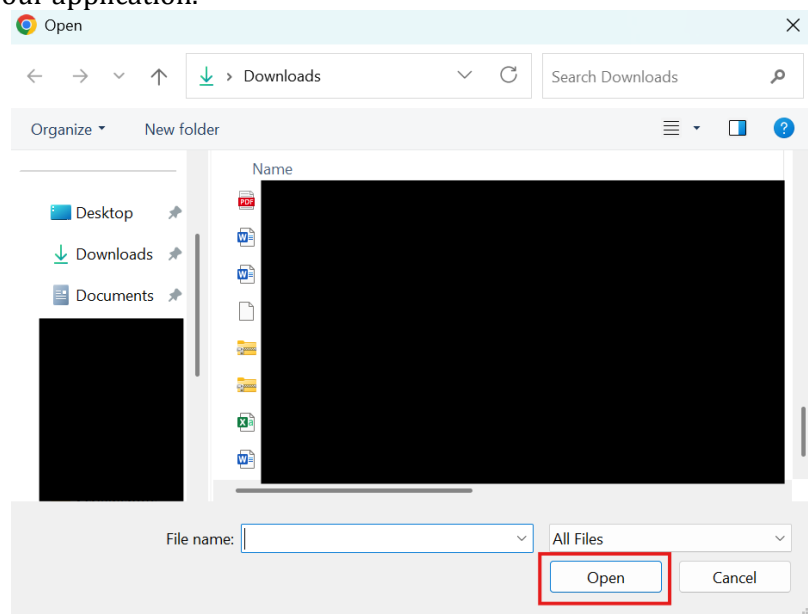
Note that:

1. File size should not exceed 10MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload Files  Drop files

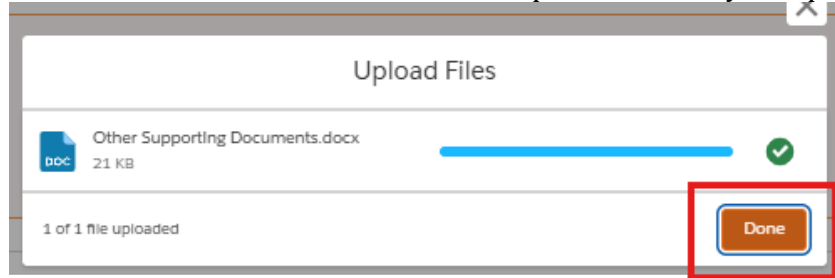
Close

- b. Select the appropriate document requested by your Board from your files, and then select **“Open”** to upload it to your application.

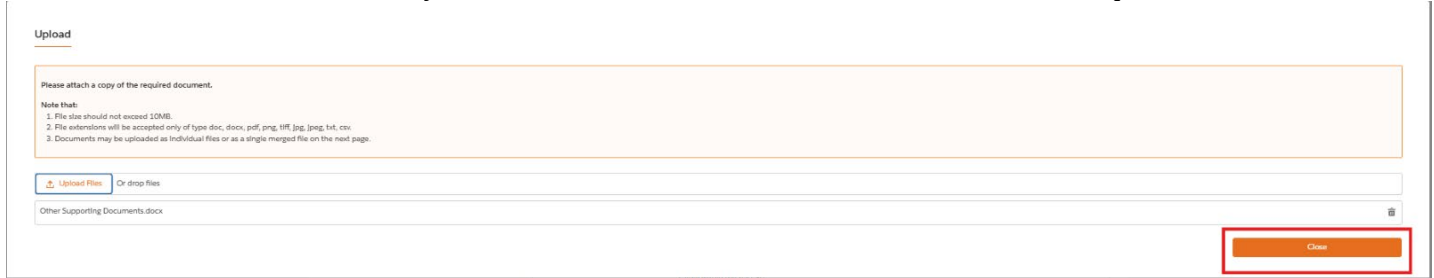


Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, jpeg, txt, csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you click the upload button, you may need to enable pop-ups in your web browser as well.

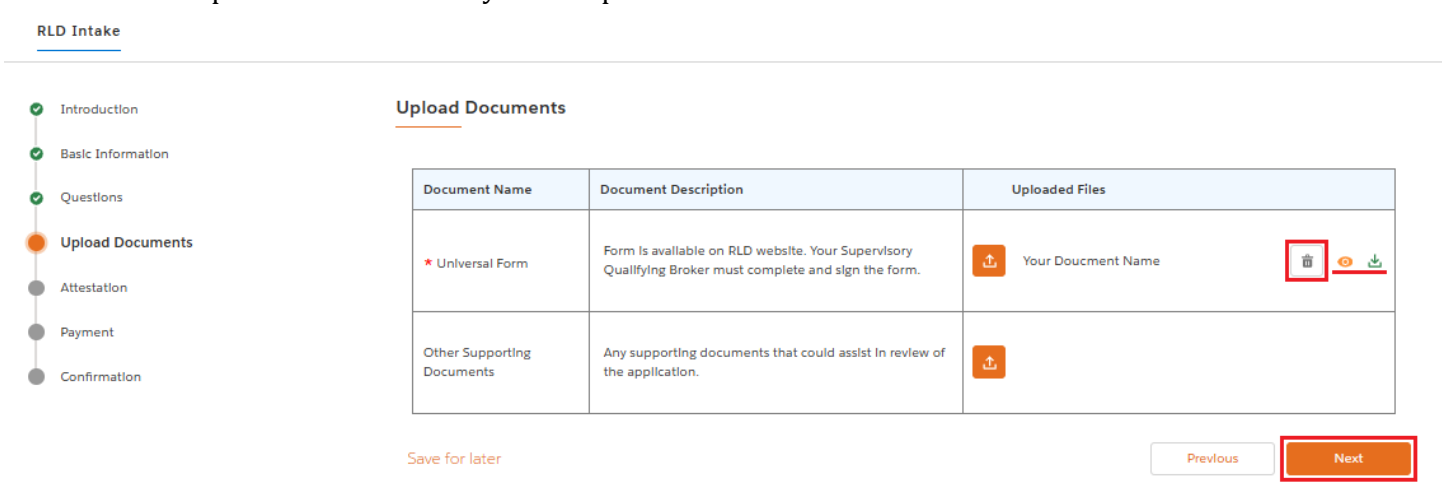
- c. The file will notify you when it has finished uploading with a green check mark to the right of the document name. Select the **“Done”** button when it’s completed to finish your upload.



- d. You will be able to see your document added and can then select the **“Close”** option.



- e. You will be able to see the documents in each section once you have completed an upload. If you would like to remove any uploaded documents, you can click the **“Trash Can”** icon to delete them from your application. Use the orange **Eye** icon to preview your document and the green **Download** icon to save the uploaded document to your computer.



- f. Repeat step 4 of this guide until all required documents (*) have been uploaded. Then click the **“Next”** button to proceed.

5. On the **Attestation** page, review the statement on the screen. Then select the **checkbox** to certify your agreement. After, **enter your name** and select the **“Next”** button at the bottom right.

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Attestation

Application Attestation

☒ I hereby depose and state under penalty of perjury, I am the person described and Identified In this application, the Information given by me Is true, correct, and complete to the best of my knowledge and belief.

I understand that any Information contained In this application may be Investigated and any false or dishonest answer to any question In this application may be grounds for denial or revocation of my license.

* Applicant Name Date

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6. On the **Payment** page, review the notice before making any selections.

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Payment

Select your mode of payment and click "Pay and Submit" to Input your payment Information.
Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This Is a fee Imposed directly by the bank, and no portion of the fee Is paid to or collected by the RLD. Payments made by e-check will not result In any transaction fee.

Note: Only select 'Operating Transfer' If your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that It Is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer Is confirmed by RLD. If this option Is selected, users can bypass the fee payment.

* Mode of Payment

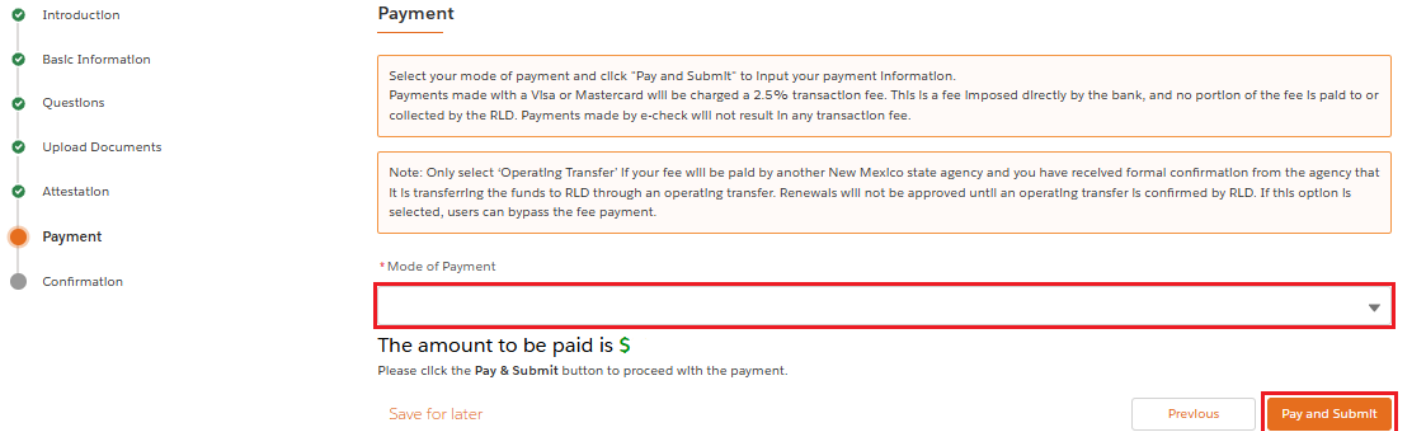
The amount to be paid is \$

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

- a. Select a **Mode of Payment** then the **“Pay and Submit”** button. When selecting either **Credit Card (Visa or Mastercard)** or **E-Check** as your payment method, a new tab will open directing you to the **CyberSource Payment Gateway** screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

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Payment

Select your mode of payment and click "Pay and Submit" to Input your payment Information.
Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee Imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select 'Operating Transfer' if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

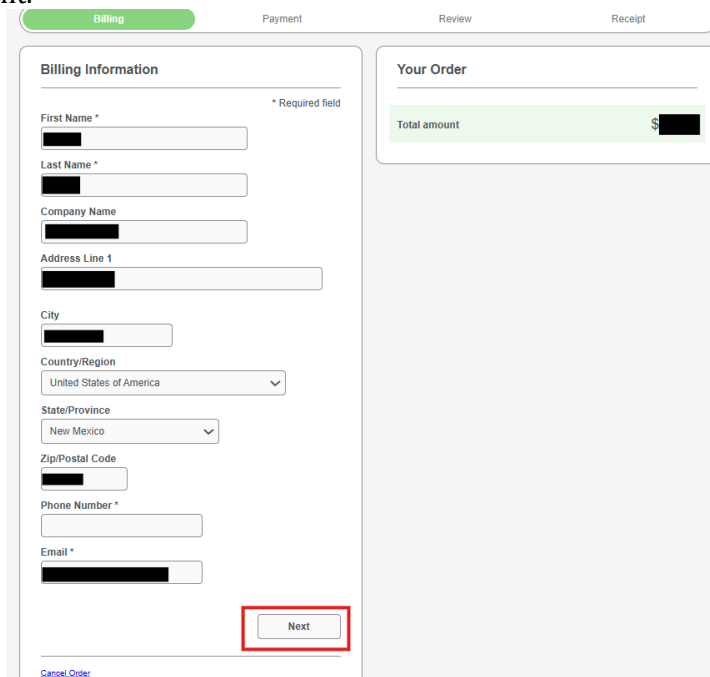
The amount to be paid is \$

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

Note: Payments are processed through a separate system, and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.

- b. Fill out all fields in the **Billing Information** and **Payment Information** portions, then **Review** the transaction information before paying. Click the **“Next”** button to proceed through the entire payment process. Once your payment is completed, you may close your tab with Cybersource where you processed your payment.



Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1

City

Country/Region
United States of America

State/Province
New Mexico

Zip/Postal Code

Phone Number *

Email *

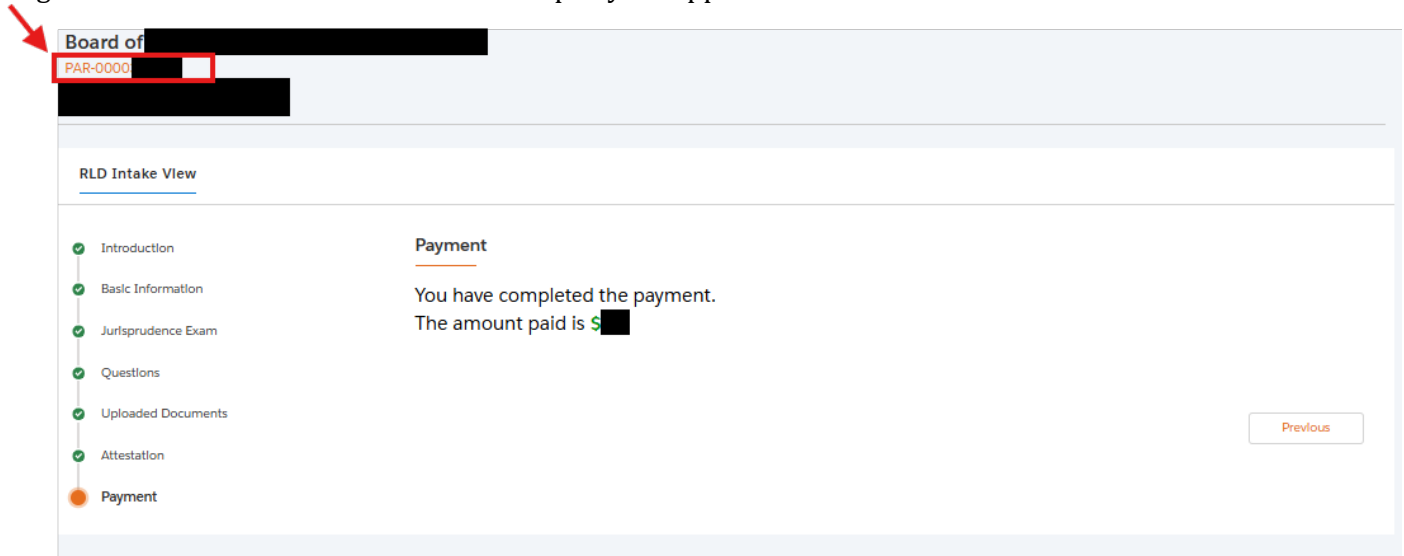
[Next](#)

[Cancel Order](#)

Your Order

Total amount \$

7. Your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application.



Board of [redacted]
PAR-0000 [redacted]

RLD Intake View

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Payment
You have completed the payment.
The amount paid is \$ [redacted]

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8. On the **Home Page**, the application will appear under **My Applications** with **Submitted** status.

Licenses & Applications

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000 [redacted]	[redacted]	New	10/7/2025	Draft	
PAR-0000 [redacted]	[redacted]	New	7/29/2025	Draft	
PAR-0000 [redacted]	[redacted]	New	7/28/2025	Submitted	View Review Checklist

View All