



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Real Estate Commission**  
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[www.llronline.com/POL/REC/](http://www.llronline.com/POL/REC/)



Doc #200 (R 2/16)

**TRANSFER/INACTIVE STATUS APPLICATION**

**BEFORE SENDING THIS FORM IN TO OUR OFFICE, PLEASE ATTEMPT TO TRANSFER YOUR LICENSE USING OUR ONLINE SERVICES.**

<https://eservice.llr.sc.gov/BicChangeForm>

**THIS IS A MUCH MORE EFFICIENT PROCESS AND DOES NOT REQUIRE THE SIGNATURE OF THE BROKER IN CHARGE. CHANGE IS MADE IMMEDIATELY AND BIC IS NOTIFIED VIA EMAIL. THIS PROCESS DOES NOT APPLY TO INACTIVE REQUESTS, BICs or PMICs.**

**Please Check One of the Below:**

- Inactive Status
- Transfer

**Please Check Type of License You Have:**

- Broker
- Salesman
- Salesman (Provisional)
- Property Manager

**NO FEE REQUIRED**

1. License Number \_\_\_\_\_ Last 5 Digits of Social Security Number: \*\*\* - \* \_\_\_\_\_ - \_\_\_\_\_

2. Name \_\_\_\_\_

3. Home Address \_\_\_\_\_

4. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

5. Email address \_\_\_\_\_

**I affirm that I have notified my current Broker-in-Charge or Property Manager-in-Charge of the fact that I am leaving his/her company.**

6. Signature of licensee \_\_\_\_\_ Date \_\_\_\_\_

**CHECK HERE IF CHANGE OF ADDRESS \_\_\_\_\_**

**NEW SPONSORING BROKER-IN-CHARGE or PROPERTY MANAGER-IN-CHARGE**

1. Office Code Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

2. Company Name \_\_\_\_\_

3. Mailing Address \_\_\_\_\_

4. City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of **NEW** Broker/Property Manager -in-Charge \_\_\_\_\_

Date \_\_\_\_\_