



South Carolina Department of Labor, Licensing and Regulation

South Carolina Real Estate Commission

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11847 • Columbia • SC 29211-1847

Phone: 803-896-4400 • Contact.REC@llr.sc.gov • Fax: 803-896-4427

llr.sc.gov/re

SUPERVISED LICENSEE REMOVAL FORM

This form is to be completed by the Broker-In-Charge (“BIC”) or Property Manager-In-Charge (“PMIC”) in order to:

1. Indicate that the identified supervised licensee is no longer affiliated with or under the BIC/PMIC’s supervision,
2. Remove the indicated licensee from the roster of the former firm/office, **AND**
3. Place the licensee on Inactive status.

Please note: An active broker, associate, or property manager wishing to transfer firms/offices should utilize the [Online License Transfer system](#). This supervised licensee removal form will be processed only if the supervised licensee has not transferred or submitted their own inactivation form.

SUPERVISED LICENSEE INFORMATION

Supervised licensee that is no longer affiliated with the brokerage firm/office, and therefore, is no longer under the supervision of the BIC or PMIC.

Supervised License Type: Associate Broker Property Manager

Supervised Licensee Name: _____
(As shown on License)

License Number of Supervised Licensee: _____

SUPERVISED LICENSEE’S FORMER FIRM/OFFICE

To be completed by the BIC or PMIC of the firm/office the supervised licensee identified above is no longer affiliated with.

Brokerage Firm or Property Management Office Name: _____

REO Office Code: _____

Mailing Address: _____
(Street/PO Box, City, State, Zip)

I hereby attest that the supervised licensee identified on this form is no longer affiliated with or under my supervision and should be removed from the above firm/office roster.

Signature of Broker-In-Charge/Property Manager-In-Charge

Date

Print Name of Broker-In-Charge/Property Manager-In-Charge

BIC/PMIC License Number