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To Whom It May Concern, to change the existing brokers the process is call upgrading – downgrading.

The process is as follows,

The existing broker must identify what he/she is doing with his/her license. (Downgrade to associate broker, terminate, go on inactive status or changing the name of the company)

Current Broker must write a letter stating that the company is being turned over to the new broker (give the name that broker) and state all agents are staying with the company.

If the broker is not downgrading and staying a principle broker he would complete an application for License change. He would be changing the name of the company and must submit articles of corporation or organization proof the company is registered with the Department of Assessments and Taxation, escrow information if applicable and percentage of ownership to equal 100%. If he/she is going to be a sole proprietor and use his/her personal name as the company name the Department of Assessments and Taxation does not have to be contacted.

The application for license change can also be used to terminate the license and go on inactive status.

The new broker must complete an original broker application or an additional broker application if he/she is applying for a second license.

All documents listed on the second page of the broker application that applies must be submitted even though the previous broker may have submitted the documents.

Along with the documents on the second page of the application, the existing and new broker applications, existing broker letter stating someone else is taking over the company and check or money order must be attached.

The check or money order must be written out to the Maryland Real Estate Commission.

If any items are not attached or the application is not completely filled out the packet will be sent back.