



LOUISIANA REAL ESTATE COMMISSION
 9071 Interline Avenue
 Baton Rouge, LA 70809
 (800) 821-4529 (LA only) or (225) 925-1923
 Fax (225) 925-4501

**CORPORATION, PARTNERSHIP, OR LIMITED LIABILITY COMPANY
 CHANGE OF DESIGNATED QUALIFYING BROKER**

Personal checks, company checks, cashier's checks, and money orders are accepted. Make fees payable to the Louisiana Real Estate Commission. Please do not send cash through the mail.

INSTRUCTIONS: Please read carefully, as the instructions may vary depending on the specific circumstances of the requested change.

All change forms, including the Change of Designated Qualifying Broker form, must be accompanied by the \$35.00 processing fee and must contain the signature of an authorized officer, director, manager, partner, or principle of the Corporation, Partnership, or Limited Liability Company.

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The **new** designated qualifying broker must be an individual broker and cannot be an associate broker. If the new designated qualifying broker is currently licensed as an associate broker, must complete the following steps to become an individual broker:

- Submit a **Termination of Sponsorship** form *and* a **Transfer License to New Broker** form.
- Remit \$35.00 fee. This is separate from the fee required in number one above.

To remain with the Corporation, Partnership or LLC, as an associate broker, the **current** qualifying broker must submit a **Transfer License to New Broker** form with a \$35.00 transfer fee. This is separate from the fee required in number one above.