



## TRANSFER CHECKLIST

### I currently have the following type of License:

Please select **one** of the following and submit the documents in the applicable sections below:

- I am a Salesperson (submit items listed in Section A or B)
- I am an Associate Broker (submit items listed in Sections A, B, C or D)
- I am a Designated Broker (submit items listed in Sections A, B, C or D)
- I am an Inactive Salesperson (submit items listed in Section B)
- I am an Inactive Broker (submit items listed in Sections B, C or D)

### A. Transferring To INACTIVE STATUS

You will need to submit the following items to the Commission Office:

- Request to Be Placed on Inactive Status (you will be placed on inactive status the date we receive this request) - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- Your Broker may also submit a Termination of Affiliation form to the Commission Office using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

If you are a Designated Broker you will also need to submit the following:

- Termination of Affiliation form (for any affiliated licensees, if applicable) – Using the online Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

Note: Transaction records must be maintained for five years. You will be contacted for a final review by a Trust Account Examiner during their cycle.

### B. Transferring License To A Broker or A Different Broker (Salesperson or Associate Broker):

You will need to submit the following items to the Commission Office:

- Transfer Fee - \$25.00 (unless you have never held an active license, there is no fee for initial activation of license)- Submit fee online using the Transfer Process on the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- Employing Broker Letter to Employ – Complete Online Transfer using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- Request to Transfer from Licensee - Complete Online Transfer using the Licensee Portal – <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- Errors & Omissions Insurance (Required **ONLY** if currently have a Group Policy or inactive) - <https://nrec.nebraska.gov/licensing-forms/eoinformation.html>
- Continuing Education – Up to Date (Required **ONLY** if currently on Inactive status)- <https://nrec.nebraska.gov/licensing-forms/ceinfo.html>
- Post License Education Completion (180 days after licensure – course 7000) - <https://nrec.nebraska.gov/licensing-forms/postlicedrequirements.html>
- Is broker authorized by the Commission or met the designated broker education requirement, to supervise other licensees.

### C. Becoming A Designated Broker

You will need to submit the following items to the Commission Office:

- Transfer Fee - \$25.00 – Submit fee online using the Transfer Process on the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- Letter of Intent on how you plan to do business i.e. trade name, corporation, LLC, etc. – submit documents on Licensee Portal <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- Consent to Examine Trust Account Form <https://nrec.nebraska.gov/pdf/forms/exta.pdf> or Commission Approved Trust Account Waiver Form <https://nrec.nebraska.gov/pdf/forms/trustaccountwaiver.pdf>
- Errors & Omissions Insurance (Required **ONLY** if currently have a Group Policy or inactive) - <https://nrec.nebraska.gov/licensing-forms/eoinformation.html>
- Continuing Education – Up to Date (Required **ONLY** if currently on Inactive status)) <https://nrec.nebraska.gov/licensing-forms/ceinfo.html>
- Before supervising other licensees – has Commission Authorization or met designated broker education requirement #6000

Indicate the way(s) you will be conducting business to submit the required documents for the entity type(s):

- I will be doing business under my **Own Name** (no additional documents are required to be submitted)
- I will be doing business under my **Corporation or Professional Corporation (PC)**(submit items listed in Section 1)
- I will be doing business under my **Limited Liability Company** (submit items listed in Section 2)
- I will be doing business under my **Trade Name** (submit items listed in Section 3)
- I will be doing business under my **Partnership, LP or LLP** (submit items listed in Section 4)

### 1. Doing Business As A Corporation Or A Professional Corporation (PC)

- Articles of Incorporation or Certificate to Do Business in Nebraska if Nonresident Corporation – Must be approved by the Nebraska Secretary of State's office -- Upload information using the Licensee Portal – <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

- \_\_\_ Officers, home addresses & title for each listed – Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Shareholders & Percentages - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Corporate Subordination Resolution (Required **ONLY** if less than 51% is owned by you) – Submit form online at: <https://nrec.igovsolution.net/online/Apps/CORPORATIONSUBORDINATIONRESOLUTION>
- \_\_\_ Application for Registration as a Professional Corporation along with the \$25.00 fee (Required **ONLY** if you are a PC) – Submit using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

## 2. Doing Business As A Limited Liability Company

- \_\_\_ Certificate of Organization or Certificate to Do Business in Nebraska if Nonresident Limited Liability Company - Must be approved by the Nebraska Secretary of State's office - Upload information using the Licensee Portal <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Members & Managers - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Limited Liability Company Subordination Resolution (Required **ONLY** if less than 51% is owned by you) – Submit form online at: <https://nrec.igovsolution.net/online/Apps/LIMITEDLIABILITYCOMPANYSUBORDINATIONRESOLUTION>
- \_\_\_ Application for Registration as a Limited Liability Company along with the \$25.00 fee – Submit using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

## 3. Doing Business As A Trade Name

- \_\_\_ Trade Name Filing - Must be approved by the Nebraska Secretary of State's office - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Affidavit of Publication of Trade Name (within 45 days of approval) - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

## 4. Doing Business As A Partnership, LP or LLP

- \_\_\_ Statement of Partnership Authority as a General Partnership (Required for General Partnerships)- Must be approved by the Nebraska Secretary of State's office - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Statement of Qualification as a Limited Liability Partnership (Required for LLP's) - Must be approved by the Nebraska Secretary of State's office-Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Registration of Foreign LP to Transact Business in Nebraska (Required for Foreign LP's) - Must be approved by the Nebraska Secretary of State's office-Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Partners' Names and Residence addresses - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Partner Subordination Resolution (**required only if broker owns less than 51%**) – Submit form online at: <https://nrec.igovsolution.net/online/Apps/PARTNERSHIPSUBORDINATIONRESOLUTION>

## D. I am Becoming a Designated Broker and Taking Over an Entity with One or More Employees – **GROUP TRANSFER:**

### You will need to submit the following documents for each licensee involved in the Group Transfer:

- \_\_\_ Transfer Fee - \$25.00 for each licensee including self - Submit fee online using the Transfer Process on the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Letter agreeing to employ each licensee, each employee name must be listed. This can be submitted online using the Transfer Process on the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Letter from each licensee agreeing to be employed by the new designated broker **OR** a statement of agreement to be so employed may be added under broker's signature on broker's letter and each licensee transferring places his/her signature beside his/her name on the list. – This is submitted using the Transfer Process on the Licensee Portal at: <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Before supervising other licensees – has Commission Authorization or met designated broker education requirement #6000 - Education Information located at: <https://nrec.nebraska.gov/licensing-forms/desbrokeredinfo.html>

### Indicate the entity type(s) you will be taking over and the way you will be conducting business to submit the required documents for the entity type(s):

- \_\_\_ I will be doing business under my **Corporation or Professional Corporation (PC)** (submit items listed in Section 1)
- \_\_\_ I will be doing business under my **Limited Liability Company** (submit items listed in Section 2)
- \_\_\_ I will be doing business under my **Trade Name** (submit items listed in Section 3)
- \_\_\_ I will be doing business under my **Partnership, LP or LLP** (submit items listed in Section 4)

## 1. I Am Taking Over For A CORPORATION

- \_\_\_ Letter of Intent - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Consent to Examine Trust Account Form <https://nrec.nebraska.gov/pdf/forms/exta.pdf> or Commission Approved Trust Account Waiver Form <https://nrec.nebraska.gov/pdf/forms/trustaccountwaiver.pdf>
- \_\_\_ Articles of Incorporation **or** Certificate to Do Business in Nebraska if Nonresident Corporation - Must be approved by the Nebraska Secretary of State's office - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Officers, home addresses & title for each listed - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Shareholders & Percentages - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Corporate Subordination Resolution (Required **ONLY** if less than 51% is owned by you) - Submit form online at: <https://nrec.igovsolution.net/online/Apps/CORPORATIONSUBORDINATIONRESOLUTION>
- \_\_\_ Application for Registration as a Professional Corporation along with the \$25.00 fee (Required **ONLY** if you are a PC) - Submit using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

## 2. I Am Taking Over For A LIMITED LIABILITY COMPANY

- \_\_\_ Letter of Intent - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Consent to Examine Trust Account Form <https://nrec.nebraska.gov/pdf/forms/exta.pdf> or Commission Approved Trust Account Waiver Form <https://nrec.nebraska.gov/pdf/forms/trustaccountwaiver.pdf>
- \_\_\_ Certificate of Organization or Certificate to Do Business in Nebraska if Nonresident Limited Liability Company - Must be approved by the Nebraska Secretary of State's office. - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Affidavit of Publication of Articles of Organization (**only necessary if organized in NE**) - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Members & Managers - Upload information using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Limited Liability Company Subordination Resolution (**required only if broker owns less than 51%**) - <https://nrec.igovsolution.net/online/Apps/LIMITEDLIABILITYCOMPANYSUBORDINATIONRESOLUTION>
- \_\_\_ Application for Registration as a Limited Liability Company along with the \$25.00 fee - Submit using the Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

## 3. I Am Taking Over For A TRADE NAME

- \_\_\_ Letter of Intent - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Consent to Examine Trust Account Form <https://nrec.nebraska.gov/pdf/forms/exta.pdf> or Commission Approved Trust Account Waiver Form <https://nrec.nebraska.gov/pdf/forms/trustaccountwaiver.pdf>
- \_\_\_ Trade Name Filing - Must be approved by the Nebraska Secretary of State's office - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Affidavit of Publication of Trade Name - - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>

## 4. I Am Taking Over For A PARTNERSHIP, LP OR LLP

- \_\_\_ Letter of Intent - submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Consent to Examine Trust Account Form <https://nrec.nebraska.gov/pdf/forms/exta.pdf> or Commission Approved Trust Account Waiver Form <https://nrec.nebraska.gov/pdf/forms/trustaccountwaiver.pdf>
- \_\_\_ Statement of Partnership Authority as a General Partnership (Required for General Partnerships)- Must be approved by the Nebraska Secretary of State's office-- submit documents on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Statement of Qualification as a Limited Liability Partnership (Required for LLP's) - Must be approved by the Nebraska Secretary of State's office-submit documents on Licensee Portal – <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Registration of Foreign LP to Transact Business in Nebraska (Required for Foreign LP's)- Must be approved by the Nebraska Secretary of State's office-submit documents on Licensee Portal – <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Partners' Names and Residence addresses- submit documents and information on Licensee Portal - <https://nrec.nebraska.gov/licensing-forms/portalInfo.html>
- \_\_\_ Partner Subordination Resolution (**required only if broker owns less than 51%**) - Submit online at: <https://nrec.igovsolution.net/online/Apps/PARTNERSHIPSUBORDINATIONRESOLUTION>