

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road, Suite 201

Louisville, KY 40223

Phone: 502-429-7250 or 888-373-3300 Fax: 502-429-7246

Website: www.krec.ky.gov

REQUEST TO PLACE LICENSE IN ESCROW

Licensees can place their license in escrow on the website www.krec.ky.gov through the **Online Licensing Services**. Escrow fee is \$10. **Credit/debit cards are only accepted through the online system.**

If using this form, please make check payable to KREC. **(KREC does not accept cash)**

Name: _____ **License No.:** _____
Please use the name that appears on your license

Residence Address: _____

Email Address: _____ **Phone Number:** _____

Signature of Licensee

Date

Other Required Steps to Complete the Transfer:

- The licensee’s current Principal Broker must release the license before the licensee can go into escrow.
- Principal brokers may place their license into escrow once they have released all licensed affiliates with their office and their license online.
- Only the individual licensee may place his or her license into escrow. The principal broker may not take this action on behalf of an associate.
- **NOTE:** Licensees going into escrow to avoid continuing education penalties must have their license released and placed in escrow. These steps can be completed online through the **Online Licensing Services**.

Escrow Licensee Compliance Notes:

- Escrow licensees may not engage in any real estate or referral activities.
- Your escrow license **must be** renewed before March 31 of each year.
- By law, you must notify the Commission within 10 days of a residential change of address. Change of address can be completed on the **Online Licensing Services** or by completing forms 205 and 407 (if out of state).