

## KENTUCKY REAL ESTATE COMMISSION

656 Chamberlin Avenue, Suite B

Frankfort, KY 40601

Phone: 502-564-7760 or 888-373-3300 Fax: 502-564-1538

Website: [www.krec.ky.gov](http://www.krec.ky.gov)

### **REQUEST TO PLACE LICENSE INTO INACTIVE STATUS**

**Inactive status fee is \$10.**

Licensees can place their license into inactive status on the website [krec.ky.gov](http://krec.ky.gov) through **Online Services** with credit card/debit payment of \$10 to complete the transaction.

**Or licensee can complete and mail this form and include \$10 check/money order payable to Kentucky State Treasurer. (Cash is not accepted.)**

**Name:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Residence Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Signature of Licensee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Other Required Steps to Complete the Status Change:**

- A certificate of coverage for one (1) year of Extended Reporting Period (ERP) Coverage on your errors and omissions insurance is required to process this request (new requirement as of June 26, 2019, KRS 324.310). If you are currently insured through the KREC's group policy, an optional 1-year ERP endorsement satisfies this requirement. If you are not currently insured through the KREC's group policy, check with your provider about your ERP options.
- If licensed in the past two years, you are still required to complete your 48 hours of PLE by your due date.
- Principal brokers may place their license into inactive status once they have released all licensed affiliates with their office and/or license.
- Only the individual licensee may place his or her license into inactive status. The principal broker may not take this action on behalf of an associate.

#### **Inactive Licensee Compliance Notes:**

- Licensees with inactive licenses **shall not** engage in any real estate brokerage or referral activities. See KRS 324.310(2)(a).
- **ALL** licensees **MUST RENEW** their license **before** March 31 of each year, even if inactive at the time of renewal. KRS 324.310(2)(b); 201 KAR 11:225, Section 1.
- Please be advised pursuant to KRS 324.330(2) you are required to notify the Commission of your change in residential address within ten (10) days. If your address is no longer within the Commonwealth of Kentucky, you must complete KREC Form 407, Consent of Service Jurisdiction. This process is available by logging into your online services account and select "records correction" and "Consent to Service Jurisdiction".

\*When "ACTIVATING" please follow steps on Form 204 located on the Forms tab at [www.krec.ky.gov](http://www.krec.ky.gov).