

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: krec.ky.gov

REQUEST TO PLACE LICENSE IN ESCROW

Licensees can place their license in escrow on the website krec.ky.gov through **Online Services**.
Escrow fee is \$10.

Credit/debit cards are only accepted through the Online Services. If using this form, make check payable to Kentucky State Treasurer. (No cash accepted.)

Name: _____ **License No.:** _____

Residence Address: _____

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

Date

Signature of Licensee

Other Required Steps to Complete the Transfer:

- If licensed in the past two years, you must complete your 48 hours of PLE.
- 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.

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 Services** or by completing forms 205 and 407 (if out of state).