



CANCEL LICENSE REQUEST
 NORTH DAKOTA REAL ESTATE COMMISSION
 SFN 61958 (04/2025)

1120 College Dr Ste 204
 Bismarck ND 58501
 Phone: (701) 328-9749
 Email: ndrec@nd.gov
 Website: realestatend.org

To cancel your license:

Complete this form, scan, and email it to the North Dakota Real Estate Commission at ndrec@nd.gov

Cancel my North Dakota Real Estate License (check appropriate box):

Broker License

Is this a duplicate license?

Yes No

Firm License

Branch Office License - List Address _____

Associate Broker License

Is this a duplicate license?

Yes No

Salesperson License

Organization License

This license will cancel December 31 of this current year.

If you want your license cancelled *before* December 31, please list the effective date here: _____

Cancelling your individual license means the license ceases to exist, you cannot reactivate or renew that cancelled license, and you cannot conduct any real estate business that requires a real estate license. Real estate business that requires a license also includes referring a client or prospect, and wholesaling.

Once you cancel your individual license, the only way you could conduct licensed real estate business in the future will be to acquire a new license. To acquire a new license, you will need to apply for the license, pay all fees, undergo credit and criminal history background checks, complete the pre-licensure course, pass the national and state exams, and then be issued a new license with a new license number.

Cancelling your individual license is not the same as having a license that is inactive.

If you want to maintain an individual inactive license that could be reactivated in the future, you need to complete an Inactive Status Request and continue to renew your inactive license annually and pay renewal fees. You can keep your license inactive for as long as you want, provided you renew your license annually and pay the fees. If you fail to renew your inactive license, the license automatically is cancelled.

While inactive, you do not need to take continuing education (CE) or maintain errors and omissions (E &O) insurance, but you will need to meet certain CE requirements and have E&O insurance if and when you activate your license.

Cancelled individual licensees are not associated with a broker or a firm unless the former licensee is conducting business that does not require a real estate license. *Referring a client or prospect, and wholesaling require a real estate license.*

Cancelling a duplicate broker license, branch license, firm license, or personal organization license means these licenses cease to exist and cannot be used, reactivated, or renewed. The original holder of the cancelled license, if wanting a license like the cancelled license in the future, must apply for and pay all fees for a new duplicate broker, branch, firm, or personal organization license, and renew annually and pay renewal fees for any duplicate broker, branch or firm license.

I understand and will follow the law on cancelled licenses, as explained above, and request that my license or licenses checked below be cancelled on December 31st of the current year, or on the effective date listed above.

Signature of Licensee

Date

BROKER, BROKER ASSOCIATE OR SALESPERSON LICENSE CANCELATION

Complete if you are the **broker, broker associate** or **salesperson** cancelling your license:

Print Name of Individual Licensee (First, Last)		License Number	
Signature of Licensee		Date	
Street Address	City	State	ZIP Code
Mailing Address (if different from above)	City	State	ZIP Code
Email Address	Phone Number		
My License is Currently <input type="checkbox"/> Active <input type="checkbox"/> Inactive <i>If active, have your broker sign below</i>			
Signature of Broker at the Firm with which you are associated		Date	

FIRM AND/OR BRANCH LICENSE OR ORGANIZATION LICENSE CANCELATION

Complete if you are the broker and you are cancelling your **firm** and/or **branch** license(s):

Firm Name	Firm License Number
Print Name of Individual Licensee (First, Last)	License Number
Signature of Licensee	Date
Print Name of Broker	
Signature of Broker at the Firm with which you are associated	Date