



Texas Real Estate Commission  
P.O. Box 12188  
Austin, Texas 78711-2188  
Phone: (512) 936-3000 www.trec.texas.gov

# INACTIVE BROKER OR SALES AGENT STATUS

Submit this form to [documents@trec.texas.gov](mailto:documents@trec.texas.gov).

**ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.**

This application is for an inactive:  Broker (Individual or Business Entity) or  Sales Agent license.

_____	_____	_____
License Holder's Name	License Number	Expiration Date
_____		
Mailing Address (May be a P.O. Box)		
_____	_____	_____
City	State	Zip Code
_____	_____	
Telephone Number	Email Address	

By my signature below, I certify that:

- I am a licensed active sales agent and have notified my broker that I am placing my sales agent's license on inactive status.
- I am a licensed active broker and have notified all sales agents sponsored by me and/or any entity that I serve as a designated officer, manager or partner of my decision to place my broker's license on inactive status.
- The business entity is a licensed active broker and has notified all sales agents sponsored by it and any designated officer, manager or partner of its decision to place its broker's license on inactive status.
- I am a licensed active broker who does not currently sponsor any sales agents and I am placing my broker's license on inactive status.

While on inactive status, the license holder will not perform any act for which a real estate license is required.

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Printed Name*	Signature*	Date
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\*If business entity: printed name and signature of designated broker is required.

## PRIVACY NOTICE

In accordance with Chapter 559, Government code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect