

SAMPLE LETTER

FOR BROKERS RETURNING LICENSES

To help brokers comply with Rule 1301:5-1-06, the sample letter below is provided. This sample contains all of the information that brokers must give to a terminated salesperson whose license is being returned to the Division.

Dear _____:

This letter is to notify you that on (DATE) your real estate sales license was returned to the Ohio Division of Real Estate and Professional Licensing. It will automatically be placed in an inactive status.

Your license may remain in an inactive status indefinitely provided you renew it triennially and remain current in all education requirements.

Please be aware that you may reactivate your license pursuant to Administrative Rule 1301:5-1-19.

If you have any questions concerning the status of your license, you should contact the Ohio Division of Real Estate and Professional Licensing at (614) 466-4100.

Sincerely,

(BROKER'S NAME)

CERTIFIED MAIL#

PLEASE NOTE: NO LICENSE MAY BE TRANSFERRED OR REACTIVATED UNLESS ALL EDUCATION REQUIREMENTS HAVE BEEN COMPLETED AND SUBMITTED TO THE DIVISION OF REAL ESTATE. LICENSEES SHOULD BE FAMILIAR WITH THEIR EDUCATION REQUIREMENTS AND AWARE OF THEIR INDIVIDUAL EDUCATION DUE DATES. ADDITIONALLY LICENSES MUST HAVE BEEN PROPERLY RENEWED.