



REQUEST FOR BIC ELIGIBLE STATUS AND/OR BROKER-IN-CHARGE DESIGNATION

INSTRUCTIONS

As of July 1, 2018, in order to be designated as a Broker-in-Charge, a broker must first obtain BIC Eligible status. To qualify for BIC Eligible status, a broker must:

- hold a “full” broker license on Active status;
- have at least two years of full-time or four years of part-time real estate brokerage experience within the previous five years or shall be a North Carolina licensed attorney with a practice that consisted primarily of handling real estate closings and related matters in North Carolina for three years immediately preceding application; and
- complete the 12-hour Broker-in-Charge Course no earlier than one year prior to application and no later than 120 days after application.

If you do not receive a Notice of License Record Change within 10 business days after filing this form, contact License Services at 919-875-3700.

SPECIAL NOTE: If you have lost BIC Eligible status, then before you submit this form to regain BIC Eligible Status, Commission Rule 58A .0110 requires you to complete the following steps in the prescribed order:

- a. Take the necessary steps to return your license to active status, i.e., pay reinstatement fee and/or complete required education;
- b. Submit the License Activation form (REC 2.08);
- c. Complete the Commission’s 12-hour Broker-in-Charge Course; and
- d. Submit the Request for BIC Eligible Status and/or Broker-in-Charge Designation form (REC 2.25). (Note that you must have the experience required for initial designation.)

BROKER INFORMATION

1. Licensee Name: _____ 2. License No.: _____
3. Public Telephone Number: _____ 4. Private Telephone Number: _____
5. Public Email Address: _____ 6. Private Email Address: _____

7. Criminal Offenses:

Have you ever been convicted of any criminal offense (felony or misdemeanor) or is there any criminal charge now pending against you? You must report all offenses for driving while impaired and any other offenses classified as “criminal traffic” offenses. Exclude only minor traffic “infractions”

Yes No

If Yes, have you previously reported this offense to the Commission? Yes No

Commission Rule 58A .0113 requires that brokers report convictions or disciplinary actions within 60 days of the final judgment, order, or disposition in the case. To report any offense, you must complete the [Criminal Conviction Disciplinary Action Reporting Form \(REC 2.09\)](#). The form is available on the Commission’s website.

8. Professional License Disciplinary Action:

Have you ever been denied a real estate or other professional license or been disciplined by an occupational licensing agency (license suspended, revoked, surrendered, reprimanded, censured, or otherwise disciplined) in N.C. or elsewhere; or are there currently any complaints pending against you in connection with any professional license that you hold?

Yes No

If Yes, have you previously reported this offense to the Commission? Yes No

Commission Rule 58A .0113 requires that brokers report convictions or disciplinary actions within 60 days of the final judgment, order, or disposition in the case. To report any offense, you must complete the [Criminal Conviction Disciplinary Action Reporting Form \(REC 2.09\)](#). The form is available on the Commission's website.

SECTION 1: BIC ELIGIBLE STATUS

1. DO YOU CURRENTLY HOLD BIC ELIGIBLE STATUS? Yes No

(If YES, skip to Section 2: Broker-In-Charge Designation. If NO, continue with question #2.)

2. Criteria on which you are applying:

At least 2 years of FULL-time or 4 years of part-time real estate brokerage experience within the previous 5 years.

1. Company/Firm Name: _____

2. City, State: _____

3. Dates of Employment From: _____ To (if still employed here, enter today's date): _____

4. If your brokerage experience was acquired in a state other than NC, attach an Official Certification of Licensure from the state / jurisdiction in which you are currently licensed reflecting active status for at least 2 of the last 5 years. The certification must have been issued within 6 months of application.

*If you need to add more brokerage firms, attach a document. Please include all information as required above.

North Carolina licensed attorney with a practice that consisted primarily of handling real estate closings and related matters in North Carolina for three years immediately preceding application.

1. Firm/Practice Name: _____

2. City: _____

3. Your Law License #: _____

4. Dates of Employment From: _____ To (if still employed here, enter today's date): _____

5. % of Time devoted to Real Estate Law: _____ 6. Approximate Number of Closings Conducted: _____

*If you need to add more law firms, attach a document. Please include all information as required above.

CERTIFICATION

I certify to the North Carolina Real Estate Commission that I am the applicant named herein and that all information provided in connection with my application for Broker-in-Charge eligible status is true to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny or withdraw Broker-in-Charge eligible status.

Signature Date

**PLEASE NOTE THAT THIS FORM MUST BE FILED WITH THE COMMISSION WITHIN 30 DAYS OF THE DATE SIGNED TO BE VALID.*

SECTION 2: BROKER-IN-CHARGE DESIGNATION

SPECIAL NOTES:

If your firm has more than one office where real estate brokerage activities are conducted, submit a separate form for each office.

1. DO YOU WANT TO BE DESIGNATED AS BROKER-IN-CHARGE? Yes No

(If YES, continue with question #2.)

2. Firm/Sole Proprietorship Name
(for which you will be serving as BIC): _____

3. Is this a Sole Proprietorship? Yes No

3(a): If YES:

i. Is this a new office location? Yes No

If YES, skip to question 4.

If NO:

- Enter the name of BIC you are replacing: _____
- Enter the License # of the BIC you are replacing: _____

If you are replacing a BIC, any/all brokers currently affiliated with the BIC you are replacing will be removed from that BIC's supervision and re-affiliated with you. If you do not wish for brokers to be affiliated with you, please notify the Commission in writing as to how the brokers should be handled. To do so, send an email to ls@ncrec.gov.

3(b): If NO:

i. Is this firm already licensed? Yes No

If YES:

- Enter the Firm's License No.: _____
- Is this a new office location? Yes No

If YES, skip to question 4.

If NO:

- Enter the name of BIC you are replacing: _____
- Enter the License # of the BIC you are replacing: _____

If you are replacing a BIC, any/all brokers currently affiliated with the BIC you are replacing will be removed from that BIC's supervision and re-affiliated with you. If you do not wish for brokers to be affiliated with you, please notify the Commission in writing as to how the brokers should be handled. To do so, send an email to ls@ncrec.gov.

If NO:

You have indicated you wish to be designated as BIC of a firm that is not yet licensed. As a result, you need to apply for a firm license for this firm. To do so, complete and submit the [Firm License Application](#) (form REC 1.72), which is available on the Commission's website (ncrec.gov), under Forms \ Application Forms. The Request for BIC Eligible status and BIC Designation form is included in the firm license packet, and you will submit it with the application.

4. Office Physical Address: _____
(Address) (City) (State) (Zip)

5. Office Mailing Address: _____
(Address) (City) (State) (Zip)

6. Office Telephone Number: _____

CERTIFICATION

I certify to the North Carolina Real Estate Commission that I have been duly designated by the Qualifying Broker of the real estate firm shown herein to serve as broker-in-charge for such firm at the office listed and that I have the experience required for such designation. I further certify that I shall carry out my responsibilities as broker-in-charge for such office in accordance with the Commission's rules, that I shall directly supervise any and all licensed real estate provisional brokers working from such office, and that I will continually maintain my license on active status.

Signature

Date

**PLEASE NOTE THAT THIS FORM MUST BE FILED WITH THE COMMISSION WITHIN 30 DAYS OF THE DATE SIGNED TO BE VALID.*