

## How to do the Online License Transfer

**Step 1:** From our website (<https://www.llr.sc.gov/re/>), select “**Update My License**” under the main menu.



**Step 2:** Afterwards, scroll down and select “**Transfer License**”. From there, select “**Online Transfer Service**”.

### Manage My License

Reactivation of Licensure ▶

Inactivation of Licensure ▶

Transfer License ▼

**Online Transfer Service.** This electronic process allows changes to go into effect immediately and does not require the Broker-in-Charge's signature. The Broker-in-Charge will be notified via email. *For Salesperson, Broker, Property Manager (Active Status Only).*

**BIC/PMIC Step-down and Transfer.** This is for BIC or PMC licensees stepping down and becoming a broker or property manager. Submit to the Commission via email at [contact.rec@llr.sc.gov](mailto:contact.rec@llr.sc.gov).

**Step 3:** Log in to your account:



Welcome back!

User ID:

[Forgot username?](#)

Password:

[Forgot password?](#)

**SIGN IN**

**Step 4:** Choose the License you wish to transfer:



## Broker In Charge Change Form

<b>Menu</b>	REAL ESTATE LICENSES HELD
Choose License	
Log Off	

Choose License Name	
REL.007 A	TESTY R. TESTPERSON JR.

Synergy Business Park; Kingtree Building  
110 Centerview Dr.  
Columbia, S.C. 29210  
(803) 896-4300 | Contact US | Office Hours: 8:30 a.m. - 5:00 p.m.

**Step 5:** Verify your old office and select **“Change”**:

Menu  
Choose License  
Log Off

REAL ESTATE OFFICE

Office Lic #	Office	Broker In Charge
Change		

**Step 6:** Where it says **“Office Code Number”**, type in the office code (numbers only) for the new office you are transferring to and click **“Search”**:

LABOR LICENSING REGULATION

Broker In Charge Change Form

Menu  
Choose License  
Log Off

SEARCH FOR NEW OFFICE

Office Code Number:

Search

**Step 7:** Verify that the office listed is correct and select **“Choose License”**:

LABOR LICENSING REGULATION

Broker In Charge Change Form

Menu  
Choose License  
Log Off

SEARCH FOR NEW OFFICE

Office Code Number:

Search

Office Code	Office Address
Choose License	

**Step 8:** It will ask you to confirm the transfer of your license from your old office to the new office. Verify the information is correct and select "**Confirm**":

**Confirm Changes**

I wish to transfer my license from the office of "" to the office of ""

Please only click confirmation button once. This dialog will close automatically when processing is complete.

