

You may now pay this fee Online!



Beginning June 5, 2024, this new payment option will be available for Division of Real Estate licensure related fees.

Applicants and licensees may submit one-time payments online in place of sending a check or money order.

To pay online, please visit <https://idfpr.illinois.gov/epay.html>.

Once paid, complete the Payment Method section below and email your application, supporting documents, and this page to fpr.realestate@illinois.gov.

Access the
ePay site via
QR Code here



Important: Please complete the "Payment Method" section below for each application to ensure proper handling:

Payment Method

___ Online – Paid Online at: <https://idfpr.illinois.gov/epay.html> in the amount of _____. Approved # _____

___ Check/Money Order. Check# _____

Application Type: "Other"



Division of Real Estate

Change of Designated Managing Broker Form

Illinois Department of Financial and Professional Regulation - Division of Real Estate
Division of Real Estate - Licensing Unit
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786
FPR.REALESTATE@ILLINOIS.GOV

Important: this form is used to report a change to the designated managing broker of a licensed real estate firm/office. For standard sponsor changes, or to change from a designated managing broker to a sponsored licensee, please use the Sponsor Card form, located on the Division of Real Estate's website: <https://idfpr.illinois.gov/profs/realest.html>

Instructions: Complete Parts I - IV below with the Sponsor and Designated Managing Broker information requested. Submit this completed form and proof of payment (see ePay cover page, or include a check or money order - payable to *IDFPR*) of the \$35 transfer fee to the email or physical address shown above.

Part I.

Entity/Business/Firm/Sponsor Name

Part II.

Entity/Business/Firm/Sponsor License Number

Part III.

NEW Designated Managing Broker Name

Part IV.

NEW Designated Managing Broker License Number

FOR DEPARTMENTAL USE ONLY:

Part V.

License Number where \$35 Fee applied