



Department of Commerce

Division of Real Estate & Professional Licensing

John R. Kasich, Governor 77 South High Street, 20th Floor
David Goodman, Director Columbus, Ohio 43215-6133 U.S.A.

Please visit our website at www.com.ohio.gov/real

614 | 466-4100
Fax 614 | 644-0584
TTY/TDD: 800 | 750-0750

REAL ESTATE

VOLUNTARY HOLD APPLICATION

- You may type your responses directly onto the form and then print.
- The Voluntary Hold status is for licensees who intend to permanently give up their licenses within the next twelve months.*
- VOLUNTARY HOLD STATUS IS NOT THE SAME AS INACTIVE STATUS. Licensees who are not active in the real estate profession but want to retain their license should place their license in INACTIVE status instead of Voluntary Hold.**
- A licensee whose license is active or inactive may request that the license be put in voluntary hold status.
- Prior to a licensee's triennial renewal deadline, the licensee may put the license in **voluntary hold** status for up to 12 months. If the licensee does not apply to reactivate the license in voluntary hold status during the subsequent twelve-month period and does not fulfill the renewal and/or continuing education requirements in that time, the license will be automatically **resigned**. The licensee's renewal fee, \$25.00 reactivation fee, proof of continuing education, and Voluntary Hold Reactivation Application would be due **at the time of reactivation**.
- A resigned status is a permanent status. Once a license is resigned, it cannot be reactivated. A new license must be obtained in accordance with the requirements specified in Ohio Revised Code 4735.07 or 4735.09, as applicable.**

REASON FOR COMPLETING THIS FORM – CHECK ALL THAT APPLY

PLACE SALESPERSON LICENSE IN VOLUNTARY HOLD STATUS – FILE NUMBER: _____

Active sales licensees – return original license; no fee.

PLACE BROKER LICENSE IN VOLUNTARY HOLD STATUS – FILE NUMBER: _____

Active brokers – return original company license and broker addendum; no fee.

APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME		SUFFIX (JR., SR.)
HOME ADDRESS				
CITY	STATE	ZIP CODE	COUNTY	HOME PHONE ()

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I INTEND TO PLACE MY LICENSE IN A VOLUNTARY HOLD STATUS FOR UP TO 12 MONTHS. I UNDERSTAND THAT IF I DO NOT REACTIVATE MY LICENSE FROM VOLUNTARY HOLD WITHIN 12 MONTHS, THE LICENSE WILL BE RESIGNED.

I UNDERSTAND THAT A RESIGNED STATUS IS A PERMANENT STATUS AND THAT THE LICENSE CANNOT BE REACTIVATED ONCE IT IS RESIGNED.

I understand that by placing my license in voluntary hold status, I cannot perform any acts which require licensure per Ohio Revised Code 4735.01 and 4735.02.

If placing a broker's license in voluntary hold will result in the closure of a brokerage, the broker, within three days after applying to the superintendent to place the license in voluntary hold status, shall provide to each salesperson associated with that broker a written notice stating that fact.

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form may subject me to criminal prosecution and the loss of my Ohio real estate license. I understand that if I do not apply to reactivate the license during the twelve-month voluntary hold period or I do not fulfill the renewal and/or continuing education requirements in that time, the license will be automatically resigned.

SIGNATURE OF APPLICANT

DATE

NOTICE: This application and the information contained therein, except for the social security number, is public record pursuant to Ohio Revised Code 149.43.