



# North Carolina Real Estate Commission

1313 Navaho Drive ■ Raleigh, NC 27609 ■ (919) 875-3700  
P. O. Box 17100 (27619-7100) ■ [www.ncrec.gov](http://www.ncrec.gov)

## Guide to Contacting the Commission

Save time when you contact us by first identifying in this Guide the division/section of the Commission with which you wish to communicate. Your call, fax or email will reach those staff members who can most readily assist you.

When your call is answered by the automated phone attendant, dial the ACCESS CODE in parentheses.

### Administration

- Financial management
- Licensee information services, records and renewals
- Information technology
- Publications

#### ACCESS CODES

Administration (9) - Administration, personnel, accounting

Information Services (2) - continuing and postlicensing education requirements and status, record changes, license renewals

Receptionist (0) - Application forms Other matters

#### EMAIL

Executive - [exec@ncrec.gov](mailto:exec@ncrec.gov)

Administration - [admin@ncrec.gov](mailto:admin@ncrec.gov)

Information Services - [informationservices@ncrec.gov](mailto:informationservices@ncrec.gov)

#### FAX

Administration - 919-877-4217

Executive - 919-877-4215

Information Services - 919-877-4221

Publications - 919-877-4227

### Audits and Investigations

- Investigate complaints against real estate brokers
- Examine brokerage firm trust accounts and time share projects
- Teach trust account courses

#### ACCESS CODES

Audits and Investigations (8) - Complaints, investigations, audits

#### EMAIL

Audits and Investigations - [ai@ncrec.gov](mailto:ai@ncrec.gov)

#### FAX

Audits and Investigations - 919-877-4218

### Education and Licensing

- Applications for licensure
- Prelicensing and postlicensing education
- License examination program
- Approval of continuing education schools and sponsors

#### ACCESS CODES

Application Section (5) - Real estate license qualifications and examinations

Licensing Section (6) - Firm licensing and licensing by reinstatement or reciprocity

#### EMAIL

Education and Licensing - [educ@ncrec.gov](mailto:educ@ncrec.gov)

#### FAX

Education - 919-877-4216

Character - 919-877-4228

Licensing - 919-877-4229

### Legal Services

- Conduct inquiries and coordinate investigations of complaints
- Prosecute charges against licensees at Commission hearings
- Coordinate rule making process
- Provide legal counsel to the Commission
- Provide information to licensees and consumers
- Register time share projects and regulate time share sales

#### ACCESS CODES

Legal Services (3)

Consumer complaints/inquiries, pending cases/hearings.

#### EMAIL

Legal Services - [legal@ncrec.gov](mailto:legal@ncrec.gov)

#### FAX

Legal Services - 919-877-4220



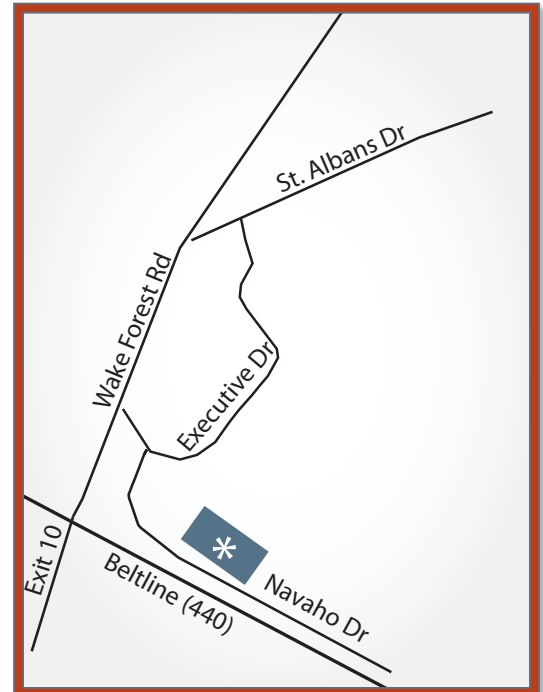
## Forms, Information Available 24/7

Forms and other information such as course schedules and school lists are available through the Interactive Voice Response and Fax On Demand services at (919) 850-2757 and on the Commission's website, [www.ncrec.gov](http://www.ncrec.gov).

Three forms are available only on the website: Certificate of Notice and Deposit of Disputed Funds, Nonresident Commercial License Application, and Declaration of Affiliation of Limited Commercial License.

Online, you may purchase and print a replacement pocket card, declare yourself as broker-in-charge, and register for the Basic Trust Account Course and the Broker-in-Charge Course.

Form Fax Number	Form Category/Name
1093	Index of Available Forms from Fax on Demand
<b>Licensee Forms</b>	
1049	Replace License or Pocket Card
1054	Broker-in-Charge Declaration (Form 2.04)
1055	Activate License (Form 2.08)
1055	Notification of Broker Affiliation (Form 2.08)
1055	Notification of Provisional Broker Supervision (Form 2.08)
1056	Report Criminal Conviction
1058	Supplement to Broker Affiliation Request
1066	Request to Certify Active <u>Nonresident</u> License
1094	Name Change
1095	Certificate of License History
<b>License Application Forms</b>	
1051	Firm License Application Package
<b>Education</b>	
1061	Trust Account Course Schedule and Registration Form
1062	Broker-in-Charge Course Schedule
1064	Continuing Education Course Schedule
1065	Pre-licensing and Post-licensing Schools List
1072	Request Continuing Education Credit
<b>Time Share Registration Application Package</b>	
1073	Time Share Registration and Renewal Fee Schedule
1074	Application for Registration of Time Share Project
1075	Application for Renewal of Time Share Project
1076	Affidavit of Time Share Registrar
1077	Applicant Guide for Time Share Project Registration
1078	Affidavit of Time Share Project Broker
1079	Affidavit of Independent Escrow Agent
1080	Consent to Service
<b>School Forms</b>	
1052	Candidate Roster Order Form
1053	Roster of New Licensees Order Form
<b>Publications</b>	
1059	Free Publications Order Form
1060	Purchase Publications Order Form
1063	Real Estate Manual Order Form
<b>Program Presenter</b>	
1070	Request for Program Presenter
<b>Consumer Forms</b>	
1067	Complaint Form
1068	Property Disclosure Form
<b>Miscellaneous</b>	
1071	Commission Meeting Schedule
1089	Commission Members List



**13 Ways To Save Time**  
Contact Us on the Web  
[www.ncrec.gov](http://www.ncrec.gov)

- 1 Change your residence and email address, phone and fax numbers.
- 2 Check on your completed continuing education credits.
- 3 Renew your license online.
- 4 Order replacement pocket cards.
- 5 Plan class attendance with the frequently updated continuing education and postlicensing schedules and with the Broker-in-Charge course schedule.
- 6 Register for the Broker-in-Charge and Trust Account courses.
- 7 Download broker-in-charge eligibility certificate.
- 8 As a broker-in-charge, print a list of all affiliated licensees, see their renewal date and postlicensing and CE credits; complete the BIC Declaration form.
- 9 Search for commercial brokers.
- 10 Purchase rosters of new licensees and/or applicants.
- 11 Read and print out the text of 22 publications.
- 12 Download any of 20 forms.
- 13 Research past issues of the Bulletin.