

# IREC Application Instructions - Request To Change Affiliated Licensee Status To Inactive

See <https://plb.iowa.gov/documents/fags> for assistance with a licensee's initial login, if they have not done so already. At their initial login, if an individual has a current license or lapsed license (SXXXXX000 or BXXXXX000), they will link their current or past license to their contact, but individuals SHOULD NOT try to link another license other than their own broker or salesperson license to their "My Iowa PLB" account. If an individual has any issues or questions at that time or are looking to seek assistance, please do not hesitate to contact Commission staff.

**For best results, users should use the most updated version of Google Chrome as their web browser.**

As the designated broker (or someone acting on your behalf) of your respective firm or broker sole-proprietorship, you will have to initiate the change of status from active to inactive for any licensee that is assigned to you. Under your "My Iowa PLB", you can click on your Iowa real estate firm license FXXXXX000 or on your Iowa broker sole proprietor license BXXXXX000 and on the License Detail page, you can find under the section "Related Licenses (Licensed To Firm)" all of the licenses assigned to you, along with their expiration dates.

1. Go to [https://iowapl.force.com/IPLB\\_login](https://iowapl.force.com/IPLB_login) and login using your e-mail address as your username.
2. Once you have successfully logged in, while under **My Iowa PLB - Home**, start by clicking on "FXXXXX000" if you have a licensed real estate firm or "BXXXXX000" if you are licensed as a broker sole-proprietor.
3. From your firm license screen or broker sole-proprietorship license screen, click on the button "Begin Application Process"; this will start the application wizard.
4. When you get to the screen that says "Please Select from the List of Available Applications for This License," you will select the "Request to Change Affiliated Licensee Status to Inactive" application.
5. Once you have established the application type, from the "Application Detail" page (you can get there by clicking on the application number under "My Applications"), click on the "Complete Checklist" button.
6. At that time you will answer the required questions of this respective application. Make sure that there is a green check-mark besides the "Complete Checklist" before you move forward and click on "Upload Submissions" button.
7. While in the "Manage Submissions" page, you will also be asked to upload all supporting and/or required documents electronically (PDF documents are preferred), if applicable. Submissions are not required to be uploaded for this application type, but you do have the opportunity to upload a document(s) with this application request if you so choose.
  - A. In the Upload Submissions section you will be asked to attach supporting documents (PDF format is preferred) for each respective application. In the Manage Submissions page, you will see the "Required" column. If there is a check-mark in that box, you MUST upload a document to that row. If there is not a check-mark in the "Required" column, you can submit an application without uploading a supporting document.  
Instructions on how to upload submissions one document at a time:
    - B. Click on "Upload" under the "Actions" column.
    - C. Click on "Choose File."
    - D. Select the file that you are intending to upload and click on "Open" in the pop-up box.
    - E. Click on "Upload" again.
    - F. A message should appear in yellow stating "Attachment uploaded successfully."
    - G. Click on "Save" at the bottom of the page before you leave the Manage Submissions page.

8. To successfully complete the application request, be sure to click on the "Submit for Review" button. At that time you will put the license number (SXXXXX000 or BXXXXX000) of the licensee you are intending to place on inactive status.
9. As a helpful hint, you will put the license number (SXXXXX000 or BXXXXX000) of the licensee you are intending to place on inactive status after you go through all of the steps and click on the "Submit For Review" button. Do not panic, you will not be putting your license or your firm's license on inactive status through this process.
10. A "Pending" status indicates that the application has not been submitted to the Iowa Real Estate Commission. An application status of "Pending Internal Review" indicates that you have successfully submitted your request and it is sitting in the IREC work queue for review.
11. Once an application has been successfully submitted, the description of the application statuses can be found at the following link: <https://plb.iowa.gov/re-application-status-types>.

After the request is fully vetted by Commission staff, the request will be processed and the once affiliated license will be placed on inactive status. Soon after, the broker will receive a system generated e-mail with the subject line, "License No Longer Associated To Your License" and the licensee will also receive a system generated e-mail with the subject line, "License Inactive."

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If you have any questions or concerns, please do not hesitate to contact Commission staff at (515) 725-9027 or [realestatecommission@iowa.gov](mailto:realestatecommission@iowa.gov).