

IREC Application Instructions – License Transfer

See <https://plb.iowa.gov/documents/faqs> for assistance with a licensee’s initial login, if they have not done so already. After the December 31, 2019 license renewal period is complete, all real estate licensees should have created a “[My PLB Account](#).” At their initial login, if an individual has a current license or lapsed license, they will link their current or past license to their contact by clicking on “[Don't See your License? Click Here To Find Your Existing Licenses](#).” ***Individuals SHOULD NOT try to link another license other than their own broker (BXXXXX000) or salesperson (SXXXXX000) license to their "My Iowa PLB" account.*** If a licensee is unsure if they have created a “My Iowa PLB” account, they need to find out what their username is, or if they want to change their username; please contact Commission staff at <mailto:realestatecommission@iowa.gov> or (515) 725-9022, ext. 8 as there should only be one account/login per user.

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

Below are the step-by-step instructions that an individual will want to follow to request their active Iowa real estate license to be transferred from one real estate brokerage to another. There are no costs incurred when transferring an active license from one real estate brokerage to another.

1. Go to https://iowaplb.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**, click on SXXXXX000 or BXXXXX000 under "My Licenses" and when you arrive at the License Detail page, click on the button "Begin Application Process", which will initiate the application wizard.
3. You will eventually come to a page that asks you to "Please Select From The List of Available Applications for This License" and you will want to select the "Transfer Form" application.
4. 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.
5. 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.
6. While in the "Manage Submissions" page - See the second set of instructions noted below.
7. To successfully complete the application request, be sure to click on the "Submit for Review" button. At that time you will be required to know the license number of the licensed real estate firm (FXXXXX000) or licensed real estate broker sole-proprietor (BXXXXX000) that you are intending to transfer your license to.
8. 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 completed your request and it is sitting in the IREC work queue for review.
9. Once an application has been submitted, the description of the application statuses can be found at the following link: <https://plb.iowa.gov/re-application-status-types>.

In the Upload Submissions section you will be required to attach supporting documents (PDF format is preferred) for your respective application type. 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. Instructions on how to upload submissions to one document at a time:

1. Click on “Upload” under the "Actions" column.
2. Click on “Choose File.”
3. Select the file that you are intending to upload and click on “Open” in the pop-up box.
4. Click on “Upload” again.
5. A message should appear in yellow stating "Attachment uploaded successfully."
6. Click on “Save” at the bottom of the page before you leave the Manage Submissions page.

After the transfer application request is fully vetted by Commission staff, an e-mail notification will be sent out and the new affiliating broker and the releasing broker will both be required to login into their respective "[My Iowa PLB](#)" accounts so both of them can approve or decline (electronically) the pending Transfer Form application in a process that is described as "Application Envelopes." Only after both brokers have electronically signed the transfer application is the license transfer deemed complete.

Once Commission staff has reassigned the license to the new affiliated broker; e-mail notifications will be sent to the licensee, the releasing broker, and the new affiliated broker. The new license card will be e-mailed to the licensee and the new affiliated broker as a physical license card will no longer be mailed by the Iowa Real Estate Commission.

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If you have any questions or concerns, please do not hesitate to contact Commission staff at (515) 725-9022, ext. 8 or realestatecommission@iowa.gov.