

# Replace Designated Broker

## Before You Begin

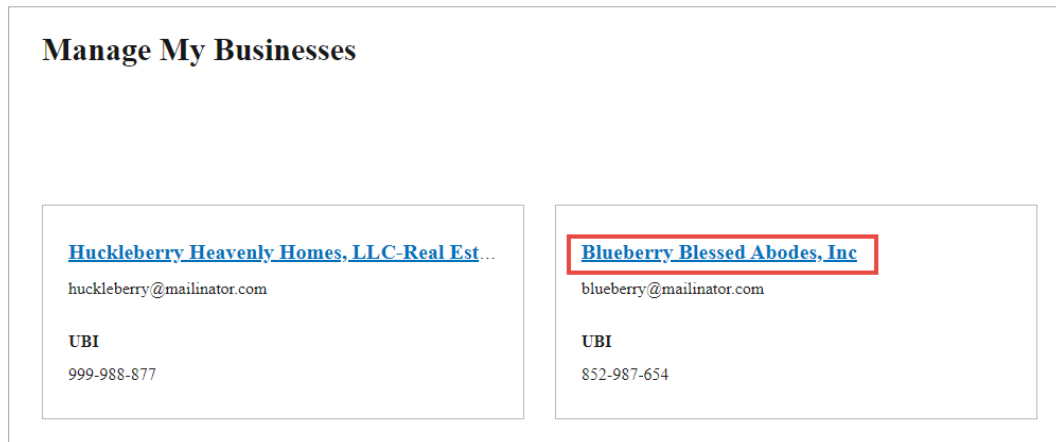
- You'll need the license number of the new Designated Broker.
- The licensee's license must be in Inactive-No Active Affiliations status (i.e., not associated with a firm) UNLESS they are currently acting as a designated broker for another firm.

## Replace a Designated Broker

1. **Click** Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Click** link in tile for business you want to replace the Designated Broker for at the Manage My Businesses page.



3. Click link for license you want to replace the Designated Broker for at the Business Licenses page.

**Business Licenses**

**Blueberry Blessed Abodes, Inc**

UBI: 852-987-654

Email: blueberry@mailinator.com

Business email: blueberry@mailinator.com

Business Phone: 555.555.5555

Primary Contact Name: Barry Blueberry

Primary Contact Phone: 555.555.5555

[Update business information](#)

[Apply for Business License](#)

[Close Your Business](#)

[Update Business Name](#)

[More Actions](#)

Licenses	Administrator	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108473	Real Estate Firm	August 20, 2022	Active	None	None	

4. Click More Actions to display all options for this license.

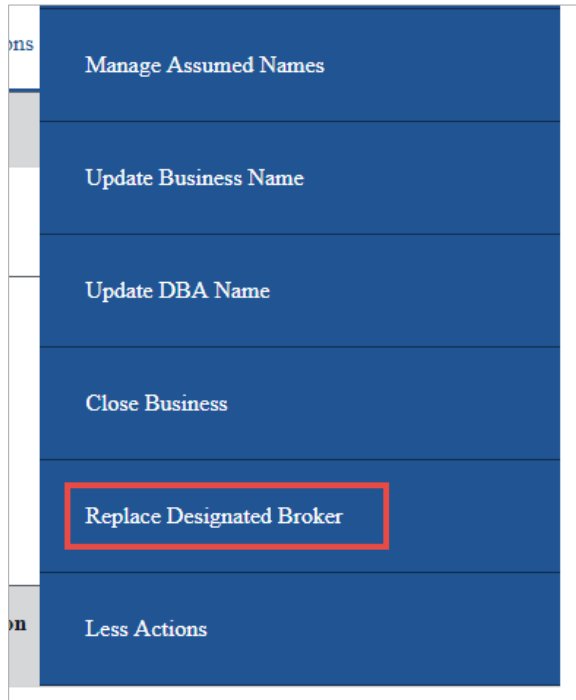
[Generate License](#)

[Add Branch License](#)

[Finding](#)

[More Actions](#)

5. Click Replace Designated Broker.



6. The Add Designated Broker page is displayed. Enter the license number of the new Designated Broker and click the Save button.

A form titled 'Add Designated Broker'. It contains a search field with the placeholder text 'Search for Designated Broker using License #'. The license number '22022446' is entered into the search field. Below the search field is a blue 'Save' button. Both the search field and the 'Save' button are highlighted with red rectangular borders.

7. Click Ok at the pop-up.

A pop-up message box with a white background and a thin gray border. The title is 'Replace Designated Broker'. The message text reads 'Invitation has been sent to new designated broker.' At the bottom right of the box is a blue 'Ok' button, which is highlighted with a red rectangular border.

8. **Navigate** back to the License details. The new Designated Broker will show in the Licensee Relationship section with a Relationship Status of Invited.

- An email will be sent to the email address on file for the Designated Broker.
- They will have **7 days** to respond to the invitation.

Licensee Relationships

Search By: None | Search Here: Search...

Export | Separate Licensee(s)

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
23000216	Christopher Cranberry	Real Estate Managing Broker	Active	August 16, 2025	Designated Broker	Active	
<input type="checkbox"/>	23000219	Lydia Lingonberry	Real Estate Broker	Active	August 21, 2025	Broker	Active
	22022446	Sylvia Salmonberry	Real Estate Managing Broker	Active	December 05, 2024	Designated Broker	Invited

Cancel | Add License

9. After the new Designated Broker has accepted the invitation, the Relationship Status will be updated to Active.

- The previous Designated Broker will be removed from the Licensee Relationships list.

Licensee Relationships

Search By: None | Search Here: Search...

Export | Separate Licensee(s)

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
<input type="checkbox"/>	23000219	Lydia Lingonberry	Real Estate Broker	Active	August 21, 2025	Broker	Active
	22022446	Sylvia Salmonberry	Real Estate Managing Broker	Active	December 05, 2024	Designated Broker	Active

Add License