



Ohio Department of Commerce
Division of Real Estate & Professional Licensing
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Ted Strickland
Governor

Kimberly A. Zurz
Director

REAL ESTATE

VOLUNTARY HOLD APPLICATION

- You may type your responses directly onto the form and then print.
- 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. The licensee’s renewal fee and proof of continuing education would be due **at the time of reactivation**. If the licensee does not apply to reactivate the license in voluntary hold status during the subsequent twelve-month period or does not fulfill the renewal and/or continuing education requirements in that time, the license will be automatically **resigned**.
- **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

LAST NAME	FIRST NAME	MIDDLE INITIAL OR 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 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.