Inactivate My License

- Go to: <u>www.oregon.gov/rea</u>
- Click: Link to eLicense
- Enter: Username (license number)
- Enter: Password



- Select: "Online Services" menu
- Click: "Inactivate my License" under License Actions



- The initial page provides the consequences of inactivating your own license and the path to reactivate that license
- Click "Next" after you have finished reading the paragraph and entering a current email address

Inactivate my License	Fields marked with an asterisk * are required.	^
	If your license is inactive, you may not engage in professional real estate activity.	
	When you inactivate your license, you also end your association with a registered business name and any other licensee. You have 30 days from the date you become inactive to reactivate your license by associating with a registered business name or another licensee at no cost to you. After 30 days, you must apply for reactivation and pay a \$150 reactivation fee.	
	To associate with a registered business name or another licensee, a supervising licensee must authorize the transfer online and pay a \$10 fee to transfer your license. Your license does not become active until the transfer is complete.	
	If your license is inactive for a period of two or more consecutive years and you wish to reactivate your license, you must pass the reactivation examination, pay the examination fee, and pay the \$150 reactivation fee.	
	1. Email Address	
	* eLicense.test@oregon.gov	~
~	Previous Next Cancel	

• User will type name in text field to attest that they understand the license will inactivate on completion of the application

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License	Fields marked with an asterisk * are required.	
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Attestation	Margaret Sample User	
	License #	
	201214491	
	Affiliated with:	
	Real Estate Sample Business	
	2. By typing in my full name below, I certify that I understand that my license will become inactive when I complete this application.	
	* Margaret Sample User	
~	Previous Next	Cancel
	Accord Action Control	

- Click *"Finish"* to complete the application
- The user may click "Print Review" to retain a copy of the application

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License	Inactivate my License	- 1
	If your license is inactive, you may not engage in professional real estate activity.	- 1
Inactivate my License Attestation	When you inactivate your license, you also end your association with a registered business name and any other licensee. You have 30 days from the date you become inactive to reactivate your license by associating with a registered business name or another licensee at no cost to you. After 30 days, you must apply for reactivation and pay a \$150 reactivation fee.	- 1
Review	To associate with a registered business name or another licensee, a supervising licensee must authorize the transfer online and pay a \$10 fee to transfer your license. Your license does not become active unti transfer is complete.	il the
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- Success screen demonstrates that the user has completed the Inactivation application
- The license is now in the Inactive status, effective immediately
- The licensee has 30 days to transfer into a new organization without having to reactivate their license for a fee



If you do not change your license to active status within 30 days, you must apply to reactivate your license and pay a \$150 reactivation fee.