Communicating with the Commission

Mail

1313 Navaho Drive
Post Office Box 17100
Raleigh, North Carolina 27619-7100

Fax (Area Code 919)

Admin . . . . . 877-4217 Ed. & Lic. 877-4216
Audits/Inves. . . 877-4218 Legal Services . 877-4220
Records 877-4221

Telephone

919/875-3700

You will receive more prompt service if you use this directory when calling the Commission. If the automated telephone attendant answers your call, you may access the section or division shown in the "Access Code" column by dialing on your touchtone phone the number shown parenthetically ( ).

Subject	Access Codes
• Application form requests	Receptionist (0)
• Real estate license renewals and record changes	Records Section (2)
• Complaints and legal matters (Consumer complaints/inquiries, pending cases/hearings)	Legal Services Division (3)
• Education matters	Education Section (4)
• Real estate license qualifications and examinations	Application Section (5)
• Real estate firm licensing and licensing by reinstatement or reciprocity	Licensing Section (6)
• Complaint investigations and audits	Audits and Investigations Division (8)
• Administration, personnel matters and accounting	Administration Division (9)
• Other matters	Receptionist (0)

Interactive Voice Response

To retrieve licensee data (license status, CE credits, broker-in-charge information, etc.) from the Interactive Voice Response (IVR) system, use a touchtone phone to dial (919) 850-2753.

Internet

"Visit" the Commission on-line at **Web Site: www.ncrec.state.nc.us** - your easy access to Commission information. The Internet brings to your computer screen licensing information including the License Law, Commission Rules, Trust Account Guidelines, State Fair Housing Act, general information and guides, sample forms and real estate licensing forms. Also, exam schedules and review dates as well as Commission publications including the *Bulletin* (and index of *Bulletin* articles), *CE Schedule*, Commission brochure and the complete *Question and Answer* Series.

E-Mail

- Executive . . . . . exec@ncrec.state.nc.us
- Administration . . . . . admin@ncrec.state.nc.us
- Education & Licensing . . . . . educ@ncrec.state.nc.us
- Audits & Investigations . . . . . ai@ncrec.state.nc.us
- Legal Services . . . . . legal@ncrec.state.nc.us
- Records . . . . . records@ncrec.state.nc.us

Fax-on-Demand

The following documents are available from the various Commission Divisions/Sections by dialing on your touchtone phone (919) 850-2757.

Document #

Administration/Records

200 Request to Activate Broker or Salesperson License, Notification of Salesperson Supervision, Notification of Change of Broker's Business Address
210 Broker-in-Charge Declaration
220 Request for Reissuance of Real Estate License Certificate and/or Renewal Pocket Card

Education/Licensing

300 Continuing Education Course Schedule
310 Publications Order Form
320 License Examination Schedule and License Examination Review Schedule
330 Basic Trust Account Procedures Course Schedule and Registration Form
340 Order Form for License Examination Candidate Roster/Order Form for Register of New Licensees
350 Verification of Salesperson Experience
360 Request for Equivalent Education Credit

Legal Services

400 Complaint Form
410 Criminal Conviction Reporting Form
420 Residential Property Disclosure Statement
430 Disclosure to Buyer From Seller's Agent or Subagent

Other

500 2000 Commission Meeting Schedule
510 Request for Program Presenter

Here's a handy list of addresses for you to copy, clip and save for your ready-reference when communicating with the Commission.

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