

HOW TO TRANSFER - INSTRUCTIONS ONLY

Applications are now submitted electronically through your “My Iowa PLB” login account. Go to https://iowapl.force.com/IPLB_login to begin your log in.

For best results, use the most recent version of Chrome as your web browser. Please note Microsoft Explorer v11 is not supported.

This application type must be electronically submitted by the licensee that wishes to transfer to another brokerage.

You will need:

The license number of the firm or the broker sole-proprietor you are transferring to. (FXXXXXX000 for a firm or BXXXXXX000 for a broker sole-proprietor.)

Proof of current E&O insurance coverage for Iowa that will be effective after you transfer saved to your electronic device. PDF format is preferred.

Steps:

1. Complete the checklist before beginning step 2.
2. Click on the “Review Submissions” button. From there attach and save your E&O insurance where requested. You must complete this step before the next step becomes available.
3. Click on the “Submit for Review” button. It is during this step where you will be required to input the license number of the firm or the broker sole-proprietor you are transferring to.

Once Commission staff has reviewed your transfer application both your releasing broker and your new affiliating broker will receive e-mail notifications from the Commission to approve or decline the transfer. Only after both brokers have electronically signed your application is your transfer considered complete. Once the license has been reassigned to your new affiliating broker e-mail notifications are sent to you, your releasing broker and your new affiliated broker.