



**Licensee Certification Form**

Outer Banks Association of REALTORS®  
201 W. Eighth Street, Nags Head, NC 27959  
(252) 441-4036  
[www.outerbanksrealtors.com](http://www.outerbanksrealtors.com)

**Dear Designated REALTOR®/BIC.**

Please complete the following and return it to the Association **no later than September 30, 2023**. To ensure we have everyone assigned to the correct office, this form **must be completed for each office individually**. Return to the above address; email [willo@outerbanksrealtors.com](mailto:willo@outerbanksrealtors.com); or fax (252) 441-7524.

List on the attached table, or a separate document, all individuals licensed or certified with your office(s), including all principals of the real estate firm. If applicable, identify the association where each person holds REALTOR® membership or where their non member dues are paid.

Failure to complete this application by September 30, 2023 will result in a **\$250 fine/office**.

*Note: National Association policy requires that all principals of the firm hold REALTOR® membership.*

In accordance with Article 6, Section 8 of the Bylaws of the Outer Banks Association of REALTORS®, this will certify that the individuals on the attached form represent a complete listing of all real estate licensees affiliated with my office located at:

Street: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

I agree to notify the Association of any status changes during the current fiscal year with such notification to be provided to the Association within **30** days from the date of the individual's affiliation or severance of affiliation with my office(s).

Date: \_\_\_\_\_

Certified by Designated REALTOR®/BIC (printed): \_\_\_\_\_

Designated REALTOR®/BIC (signature): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Phone: \_\_\_\_\_

Name	REALTOR®	Association where membership is held, or nonmember dues are paid
	Yes No	
	Yes No	