



THE STATE  
of

**ALASKA** *Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing*

**Real Estate Commission**

550 West 7th Avenue, Suite 1500, Anchorage, AK 99501

Phone: (907) 269-8160

Email: [RealEstateCommission@Alaska.Gov](mailto:RealEstateCommission@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/RealEstateCommission](http://ProfessionalLicense.Alaska.Gov/RealEstateCommission)

## Notice of Temporary Absence of Broker/Associate Broker of Record

The commission must be notified in writing, within 3 calendar days, when the broker/associate broker returns, and the substitute broker/associate broker is no longer in charge.

### PART I Broker/Associate Broker Information

Broker/Associate Broker Name:		AK License Number:	
Email Address:		Phone Number:	
Out of Office Start Date:			
Out of Office Return Date:		<input type="checkbox"/> I will notify the commission in writing at a later date.	
Will you be available by phone or email during the absence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### PART II Substitute Broker/Associate Broker Information

Substitute Broker/Associate Broker Name:		AK License Number:	
Email Address:		Phone Number:	

### Signatures

I certify the above information is true and correct.

Broker/Associate Broker Signature:		Date Signed:	
Substitute Broker/Associate Broker Signature:		Date Signed:	