

**BROKER CHANGE APPLICATION**  
*(For Broker Licensees)*

RE 204 (Rev. 12/03)

- ✓ This form is to be used by brokers only (including those working as broker-salespersons). Licensed salespersons must use RE 214; corporations and corporation officers must use RE 204A.
- ✓ **Read instructions on reverse side before completing.**
- ✓ **Note:** License changes with an asterisk may be completed on-line. (Refer to information on page 2.)

**TYPE OF CHANGE** (Mark one or more boxes)

- Mailing Address\*
- Main Office Address\*
- Personal Name
- Add/Cancel Fictitious Business Name
- ISSUE DUPLICATE LICENSE\* — \$10 (See reverse.)

**BROKER INFORMATION**

1. BROKER'S IDENTIFICATION NUMBER	<i>DRE USE ONLY</i>	
2. BROKER'S NAME (LAST)	(FIRST)	(MIDDLE)
3. BROKER'S NEW PERSONAL NAME (LAST)	(FIRST)	(MIDDLE)

*DRE USE ONLY*

4. CHECK HERE IF YOU DO NOT WANT YOUR NAME AND ADDRESS TO BE ON MAILING LISTS.  NO MAILINGS
5. DO YOU RESIDE IN CALIFORNIA?  YES  NO  
 IF NO, AN "RE 234" MAY BE REQUIRED. SEE REVERSE SIDE.

6. BROKER'S MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX)

CITY	STATE	ZIP CODE
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*DRE USE ONLY*

7. BROKER'S MAIN OFFICE ADDRESS (STREET ADDRESS) — ENTER MAIN ADDRESS OR "NO BUSINESS ADDRESS"; **DO NOT LEAVE BLANK.**

CITY	STATE	ZIP CODE
	<b>CA</b>	

*DRE USE ONLY*

8. SOCIAL SECURITY NUMBER (Required)	9. RESIDENCE PHONE NUMBER (Include area code)	10. BUSINESS PHONE NUMBER (Include area code)
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11. FICTITIOUS BUSINESS NAME (DBA) — PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.

ADD OR  
 CANCEL

11A. ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY

ADD OR  
 CANCEL

12. ORIGINAL SIGNATURE OF BROKER (IF NAME CHANGE HAS OCCURRED, USE NEW LEGAL NAME.)

DATE

- Refer to page 2.
- Enter one name per line.
- Check "add" or "cancel" box.
- Attach FBNS.
- **Broker-Salesperson's** — Do not list your employer or your employer's DBA.

**FOR DRE USE ONLY**

PROC.#	COMMENTS
DATE PROCESSED	

**READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION.****General Information**

- ✓ Type or print clearly in ink (black or blue; do not use red).
- ✓ Photocopies of completed forms are not acceptable.
- ✓ If you have any questions, please call (916) 227-0931 or write to the address listed under Fee & Mailing Information.
- ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- ✓ If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any pre-printed information and are using the latest version of the form.
- ✓ **eLicensing**—Licensees can perform the following transactions using the *eLicensing* system at [www.dre.ca.gov](http://www.dre.ca.gov):
  - Broker and salesperson renewals;
  - Broker, salesperson, officer and branch duplicate license requests;
  - Salesperson requests to change employing broker;
  - Mailing address and broker main office changes; and
  - Automated fee payment and processing.

**Broker-Salesperson**

Many real estate brokers elect to work for other brokers in a capacity similar to the relationship existing between a licensed real estate salesperson and an employing broker.

However, such *broker-salespersons* are still licensed by the Department of Real Estate (DRE) as real estate brokers. Only by written agreement with another broker are they acting as *broker-salespersons*. Section 2726 of the Commissioner's Regulations requires that "... every real estate broker shall have a written agreement with each of his salesmen, whether licensed as a salesman or as a broker under a broker-salesman arrangement."

Even though a broker may act as a *broker-salesperson* in a relationship with another broker, for Department of Real Estate licensing and record-keeping purposes the licensee is still a broker. This means that a *broker-salesperson* should still communicate with DRE using only appropriate broker forms and applications.

When using the proper broker forms no reference should be made to the name (or *fictitious name*) of the broker for whom the *broker-salesperson* works. That type of information is irrelevant as there is no reference in the DRE records that such a working relationship exists. It is also imperative that a *broker-salesperson* speak for himself or herself, meaning that any requests for record changes be made by the *broker-salesperson* and not by anyone else on his or her behalf.

A *broker-salesperson* should never use salesperson forms or applications when renewing or making changes to a broker record. Doing so will cause delays in processing whatever is requested. **Remember**—*a broker is always a broker regardless of any working relationship that may exist with another broker.*

**Instructions**

Check the appropriate "change" box(es) on page 1 and complete *all* information requested on the application.

**Change of Personal Name**—Enter full new name (do not refer to any other broker, DBA or company name). Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.). Sign line #12 with your *new* name. If you have a DBA on record, a Fictitious Business Name Statement must be refiled with your new name.

**Mailing Address**—The mailing address (post office box, residence or business address) is used to mail the *Real Estate Bulletin* and other correspondence to you.

**Non-California Residents**—If residing outside the State of California, a *notarized* Consent To Service Of Process (RE 234) is also required, if not already on file. If not maintaining an office in California, submit an Out-of-State Broker Acknowledgment (RE 235).

**Main Office Address**—Enter the new primary business location. The main office address *must* be a California address. If a street address is unavailable, indicate the physical location (i.e., the nearest intersection and the distance to it). If you are no longer working in real estate for which a California license is required, enter "no business address" on line #7. No license will be issued unless requested.

**Fictitious Business Name**—Do *not* list your broker's DBA, if you are working as a broker-salesperson.

To *add* a DBA to your broker license, enter the name exactly as it appears on the Fictitious Business Name Statement (FBNS) as filed with the County Clerk. The DBA must be filed in the county of your main office address. Submit a copy of the FBNS with the "filed stamp" from the County Clerk's office.

- Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our web site (<http://www.dre.ca.gov>) to determine if the name is already in use by another broker.
- The broker licensee's name must appear as a registrant on the FBNS. Refer to Section 2731 of the Commissioner's Regulations for restrictions.
- Proof of Publication is not acceptable, unless it bears the County Clerk's "filed stamp."
- Photocopies are acceptable, if they are clear and legible.

To *cancel* a DBA, complete the entire application. Check the *cancel* box on line #11 and list the DBA you wish to cancel.

**Duplicate License Certificate**

**A fee of \$10.00 is required for the following transactions:**

- To replace an existing or lost license certificate.
- To obtain an updated license certificate following a change of main office or mailing address, or change of employing broker. **Note:** Rather than requesting a duplicate license, you may make the address change on your existing license; date and initial the change.

**A license certificate is automatically generated for the following transactions without a duplicate license fee:**

- Requests for personal name change.
- Adding/deleting fictitious business names.

**Fee & Mailing Information**

This application and fee (if duplicate license requested) may be submitted in person at any district office or mailed to the Sacramento office.

**Acceptable payment methods** — Cashiers' check, money order, check or credit card.

- Make check or money order payable to: **Department of Real Estate**
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

**Mail To:** Department of Real Estate  
P.O. Box 187004  
Sacramento, CA 95818-7004

**PRIVACY NOTICE:** Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate      Managing Deputy Commissioner IV  
2201 Broadway                      Licensing  
Sacramento, CA 95818              Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax enforcement purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.) and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).