STATE OF CALIFORNIA
DEPARTMENT OF REAL ESTATE

BROKER CHANGE APPLICATION

(For Broker Licensees)

RE 204 (Rev. 6/20)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

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

TYPE OF CHANGE
[Check appropriate box(es)]

☐ Mailing Address*
☐ Main Office Address*
☐ Telephone/Email Address*
☐ Personal Name
☐ Add/Cancel Fictitious Business Name

BROKER INFORMATION

1. LICENSE IDENTIFICATION NUMBER	DRE USE ONLY		
2. BROKER NAME (LAST)	(FIRST)	(MIDDLE)	(SUFFIX)
3. BROKER NEW PERSONAL NAME (LAST)	(FIRST)	(MIDDLE)	(SUFFIX)

DRE USE ONLY

4. DO YOU RESIDE IN CALIFORNIA? ☐ YES ☐ NO
IF NO, FORM RE 234 MAY BE REQUIRED. SEE PAGE 2.

5*. BROKER MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX)

CITY	STATE	ZIP CODE

DRE USE ONLY

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

CITY	STATE CA	ZIP CODE

DRE USE ONLY

7*. CURRENT TELEPHONE NUMBER (required) ( )	8*. CURRENT EMAIL ADDRESS (required)
9*. BUSINESS CELL PHONE NUMBER ( )	10*. BUSINESS TELEPHONE NUMBER ( )

11A. FICTITIOUS BUSINESS NAME (DBA) — PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.
☐ ADD OR
☐ CANCEL

11B. ADDITIONAL FICTITIOUS BUSINESS NAME, IF ANY
☐ ADD OR
☐ CANCEL

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

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

DRE USE ONLY

PROC. #	COMMENTS
DATE PROCESSED	

INSTRUCTIONS

Try eLicensing

- **Use *eLicensing* for expedited processing of your change.**

  Licensees can perform the following transactions using the ***eLicensing*** system at **www.dre.ca.gov**:
  - Broker and salesperson renewals
  - License certificate requests (broker, salesperson, officer and branch)
  - Salesperson additions/changes of responsible broker
  - Broker discontinuation of salesperson affiliation
  - Broker-associate affiliation
  - Mailing address, telephone and email address changes
  - Broker main office address addition/changes
  - Automated fee payment and processing

General Information

- Type or print clearly in ink (black or blue; do not use red).
- Business and license mailing addresses are public information and as such are posted on the Internet and available from DRE via telephone and written requests. Please consider this when identifying a license mailing address.
- If you electronically re-create this form to facilitate completion on a computer, 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 preprinted information and are using the latest version of the form.

Broker-Associate

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 a responsible broker.

However, such *broker-associates* 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 a *broker-associate*. 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-associate arrangement."

Even though a broker may act as a *broker-associate* 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-associate* 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-associate* works. It is also imperative that a *broker-associate* speak for himself or herself, meaning that any requests for record changes be made by the *broker-associate* and not by anyone else on his or her behalf.

A *broker-associate* 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 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 #6. No license will be issued unless requested.

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

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 (**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 #11A and list the DBA you wish to cancel.

Mailing Information

This application may be submitted in person at any district office or mailed to the Sacramento office.

Mail To: Department of Real Estate
P.O. Box 137004
Sacramento, CA 95813-7004

PRIVACY INFORMATION:
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 — Assistant Commissioner
1651 Exposition Blvd. — Licensing & Administration
Sacramento, CA 95815 — Telephone: 877-373-4542

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

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

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 Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses 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 Business Oversight, Department of Insurance, Department of Consumer Affairs, California Bar Association).