

# PRLS OFFICER RENEWAL APPLICATION

RE 255 (Rev. 10/20)

➤ Please read RE 254 and information on reverse side before completing this application.

TYPE OF CHANGE [CHECK APPROPRIATE BOX(ES).]

- |  |   |
|--|---|
| <input type="checkbox"/> CHANGE OF MAIN OFFICE ADDRESS             | <input type="checkbox"/> CHANGE OF DESIGNATED AGENT |
| <input type="checkbox"/> CHANGE OF OFFICER'S PERSONAL NAME         | <input type="checkbox"/> CHANGE MAILING ADDRESS     |
| <input type="checkbox"/> ADD/RENEW/DELETE FICTITIOUS BUSINESS NAME | <input type="checkbox"/> CHANGE OF CORPORATION NAME |

## PRLS CORPORATION INFORMATION

1. PRLS CORPORATION NAME (LIST AS SHOWN ON LICENSE CERTIFICATE.)		2. ID#
3. <b>NEW</b> CORPORATION NAME (LEAVE BLANK, IF NO CHANGE.)		4. CURRENT EXPIRATION DATE
5. MAIN OFFICE ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)		
6A. NAME OF <i>NEW/EXISTING</i> DESIGNATED AGENT FOR THIS LOCATION, <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	(CHECK ONE) <input type="checkbox"/> RE 256 ON FILE <input type="checkbox"/> RE 256 ATTACHED	ID# — FOR DRE USE ONLY
6B. NAME OF <i>FORMER</i> DESIGNATED AGENT FOR THIS LOCATION, IF CHANGING		
7. MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE)		

8. FICTITIOUS BUSINESS NAME (CHECK EITHER ADD OR DELETE; ENTER DBA EXACTLY AS SHOWN ON FICTITIOUS BUSINESS NAME STATEMENT)		
<input type="checkbox"/> ADD <input type="checkbox"/> RENEW <input type="checkbox"/> DELETE _____	<input type="checkbox"/> ADD <input type="checkbox"/> RENEW <input type="checkbox"/> DELETE _____	

## PRLS LICENSED OFFICER INFORMATION

9A. NAME OF PRLS LICENSED OFFICER	10. BUSINESS TELEPHONE NUMBER
9B. <b>NEW</b> PRLS LICENSED OFFICER NAME (LEAVE BLANK, IF NO CHANGE.)	11. BUSINESS CELL PHONE NUMBER
12. DO YOU RESIDE IN CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.	

### Licensee Certification

*I certify under penalty of perjury that the information given in this application is true and correct and that I will not violate any provisions of the California Real Estate Law.*

*I understand that the Department of Real Estate cannot refund the fees submitted with this application if I fail to qualify for license for any reason or withdraw this application.*

13. SIGNATURE OF PRLS LICENSEE	DATE
	

### DRE USE ONLY

BOND APPROVAL	BOND NUMBER	ID#	CONTRACT APPROVED	
EFFECTIVE DATE	EXPIRATION DATE	DATE MAILED	COPY TO CONTRACT REVIEWER	PROCESSOR'S #

---

### **General Information**

This form is for corporation officer license renewals only.

- ♦ Complete the appropriate items as instructed on the front of this form.
- ♦ Additional information, documents or fees may be required with certain changes; please read the following information and RE 254 before completing and submitting this form.
- ♦ File for renewal prior (*not more than 60 days*) to the expiration date. Applicants who file prior to their expiration date should receive their license on or after their expiration date.
- ♦ 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 preprinted information and are using the latest version of the form.

---

### **Bond Information**

If you are changing your name or the corporation is changing its' name or main office address, submit a rider to the existing bond showing the changes. (Refer to RE 254 for bond and/or rider information.)

---

### **Contract Information**

If you are changing your name or the corporation is changing its' name, main office address, adding/deleting an additional location or adding/deleting a fictitious business name, submit an amended contract for approval.

---

### **Fictitious Business Name Additions**

- ♦ Submit a certified (filed) copy of the Fictitious Business Name Statement as filed with the county clerk where the your principal place of business is located.
- ♦ 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 at [www.dre.ca.gov](http://www.dre.ca.gov) to determine if the name is already in use.

---

### **Change of Corporation Name**

- ♦ Submit a copy of the Amended Articles of Incorporation as filed with the Secretary of State. The amended articles should reflect the endorsement of the Secretary of State of the State of California.
- ♦ If the corporation is using a DBA, submit a certified copy of the refiled Fictitious Business Name Statement to the show the change of name.
- ♦ Submit a rider to the existing bond showing the change.

---

### **Change of Officer's Personal Name**

- ♦ Submit copies of court documents, marriage certificates, etc., to substantiate name changes.
- ♦ The name shown on the license certificate is the only name that you are authorized to use in PRLS activities.

---

### **Designated Officer Change**

- ♦ Submit either a copy of the Resolution of the Board with the corporate seal, indicating the date of termination of the outgoing designated officer, or a signed statement giving the date of death of the outgoing designated officer.
- ♦ This form must be signed by the new designated officer.
- ♦ The new designated officer must also submit a Corporation License Application (RE 272) and a completed Live Scan Service Request (RE 237) which involves submission of the applicant's fingerprints electronically to the Department of Justice.

---

### **Renewal Fees**

Refer to form RE 254 PRLS License Information for information on fees.

---

### **Mailing Information**

Submit the following documents before the license expiration date:

- ♦ Renewal application
- ♦ Renewal fee
- ♦ If appropriate, submit rider to bond, Additional Location Application (RE 274)

**Make check or money order payable to:**

Department of Real Estate

**Mail To:** Department of Real Estate  
ATTN: PRLS UNIT  
P.O. Box 137017  
Sacramento, CA 95813-7017