INSTRUCTIONS

If you are using this CHANGE CARD for address change only, your Principal Lending Manager's signature is not required.

Transferring From One Principal Lending Manager To Another:

a. Both the "old" PLM from whom you are transferring and you (the individual mortgage officer) must sign and date the **left side** of the CHANGE CARD*****. From that date forward, you are no longer eligible to conduct business until you have affiliated with another PLM.
b. The "old" PLM from whom you are transferring retains a copy of this card for his/her records
c. The "old" PLM must return your wall license.
d. Both the "new" PLM to whom you are transferring and you (the individual mortgage officer) must sign and date the **right side** of the CHANGE CARD.
e. The "new" PLM retains a copy of the CHANGE CARD for his/her records.
f. The "new" PLM takes possession of and retains your wall license.
g. Mail, **fax (801-526-4387)** or deliver a copy of the CHANGE CARD to the Division of Real Estate within **five working days**. Retain a copy for your records.
h. The official date of the change is the date the completed change card (plus fees and other requirements, if any) is received at the Division.

Inactivating: Complete a., b., and c. In addition:

i. Sign and date the right side of the CHANGE CARD and check the "inactive" box.
j. Mail or deliver a signed copy of the CHANGE CARD to the Division of Real Estate within **five working days**. Your license will then be maintained on our files as 'inactive' until you again affiliate with a PLM. Retain a copy of this form for your records.
k. Be sure to keep your wall license in a safe place until you 'activate' or until you renew, because you will need to give it to your new Broker.

Activating from Inactive Status: Complete d., e., g., and h. In addition:

l. Submit $15 fee (and required education, if any).
m. Take your wall license to your new PLM.

Changing an entity name:

n. Complete and submit change card with a letter of authorization for the PLM to use the company name.

***IF THE PRINCIPAL LENDING MANAGER OR MORTGAGE OFFICER IS NOT AVAILABLE TO PROPERLY EXECUTE THIS CHANGE CARD THE CHANGE MAY STILL BE MADE PROVIDED A CERTIFIED LETTER ADVISING OF THE CHANGE IS MAILED TO THE LAST KNOWN ADDRESS OF THE UNAVAILABLE LICENSEE. A COPY OF THE LETTER MUST BE ATTACHED TO THE CHANGE CARD ALONG WITH A COPY OF THE STAMPED CERTIFIED POSTAL RECEIPT WHEN IT IS SUBMITTED TO THE DIVISION OF REAL ESTATE.**

State of Utah

DEPARTMENT OF COMMERCE
DIVISION OF REAL ESTATE
160 East 300 South
Box 146711
Salt Lake City, Utah 84114-6711
Fax: (801) 526-4387

DIVISION OF REAL ESTATE

MORTGAGE CHANGE CARD

Make a copy of this form for each of the following entities:

- ✓ Division of Real Estate
- ✓ Licensee (You)
- ✓ New PLM
- ✓ Terminating PLM

CHANGE FROM:		**CHANGE TO:**	
Name of Licensee	☐ **Individual** ☐ **PLM** ☐ **ALM** ☐ **Entity**	**Name of Licensee**	☐ **Individual** ☐ **PLM** ☐ **ALM** ☐ **Entity**
Licensee #		**Licensee #**	
Address of Record (not a PO Box)	☐ **Active** ☐ **Inactive** ☐ **Expired**	**Address of Record (not a PO Box)**	☐ **Active** ☐ **Inactive** ☐ **Address**
City State Zip		**City State Zip**	
Phone (Home) Phone (Work)		**Phone (Home) Phone (Work)**	
Name of Entity Entity #		**Name of Entity Entity #**	
Principal Lending Manager License #		**Prinicipal Lending Manager License #**	
Signature of Principal Lending Manager Date		**Signature of Principal Lending Manager Date**	
Signature of Licensee Date		**Signature of Licensee Date**	