

INSTRUCTIONS

This change card can only be used for ACTIVATING, LEGAL NAME CHANGES, COMPANY BROKER CHANGES, OR LICENSEES ON PROBATION NEEDING TO MAKE A STATUS CHANGE. INACTIVATING OR A CHANGE OF AFFILIATION MUST BE DONE ONLINE.

Activating from Inactive Status:

- a. Submit \$15 fee and required education, if any, with change card to Division.
- b. Brokers complete and submit the Company/Branch Change form.

Changing a Broker:

- c. Complete and submit change card completing both sides.
- d. Complete and submit the Company/Branch Change form.

Legal Name Changes:

- e. Complete the form and submit to the Division. No broker's signature is required.
- f. Submit legal document authorizing the name change.

Check Visa MasterCard American Express
 Make checks payable to: Utah Division of Real Estate
 Card # _____ Expires _____
 Signature _____ CCV# _____



State of Utah
 DEPARTMENT OF COMMERCE
 DIVISION OF REAL ESTATE
 160 East 300 South
 Box 146711
 Salt Lake City, UT 84114-6711
 Fax: (801) 526-4387
 Email: realestate@utah.gov

DIVISION OF REAL ESTATE
CHANGE CARD

Do not use this form to inactivate or change affiliation – go to our Real Estate Online System (RELMS)

CHANGE FROM:		CHANGE TO:	
Name of Licensee	<input type="checkbox"/> Sales Agent <input type="checkbox"/> Assoc. Broker	Name of Licensee	<input type="checkbox"/> Sales Agent <input type="checkbox"/> Assoc. Broker
Licensee #	<input type="checkbox"/> Branch Broker <input type="checkbox"/> Princ. Broker <input type="checkbox"/> Dual Broker	Licensee #	<input type="checkbox"/> Branch Broker <input type="checkbox"/> Princ. Broker <input type="checkbox"/> Dual Broker
Name of Company:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	Name of Company:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive
Company #		Company #	
Email		Email	
Phone (Home)	Phone (Cell)	Phone (Home)	Phone (Cell)
Principal/Branch/Dual Broker	License #	Principal/Branch/Dual Broker	License #
Signature of Principal/Branch/Dual Broker	Date	Signature of Principal/Branch/Dual Broker	Date
Signature of Licensee	Date	Signature of Licensee	Date