



# REAL ESTATE COMPANY/BRANCH CHANGE

State of Utah  
Department of Commerce  
Division of Real Estate

Please complete (type or neatly print), sign and submit this **form** along with the **items listed below** by fax, mail, or in person.

CHANGE FOR:                     Company                     Branch                     Property Management Company

Company Name: \_\_\_\_\_

Company License Number: \_\_\_\_\_ Ph: \_\_\_\_\_ Fax: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Broker: \_\_\_\_\_ Broker License Number: \_\_\_\_\_

Broker email: \_\_\_\_\_ Ph: \_\_\_\_\_ Cell: \_\_\_\_\_

<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express Make checks payable to: Utah Division of Real Estate
Card #: _____ Expiration: _____
Signature _____ CCV# _____

- Activation – requirements:
- Notarized letter on company letterhead authorizing activating Broker to use company name (unless owned by Broker)
  - Documentation from a financial institution less than 30 days old verifying a trust account and an operating account on which the Broker is a signatory.
  - Change Card for the Company’s Broker
  - Change Card for each licensee affiliating with the Company
  - \$15 non-refundable activation fee

- Deactivation – requirements:
- Letter stating company is closing, address of records, and information for a contact person
  - Change Card for each licensee disassociating with the Company
  - Change Card for the Company’s Broker

- Name Change\* – requirements:
- Company name active with the Utah Division of Corporations
  - Letter on company letterhead authorizing name change (unless owned by Broker)
  - Documentation from a financial institution less than 30 days old verifying a trust account and an operating account on which the Principal Broker is a signatory.
  - \$100 non-refundable name change fee
  - Old Company Name: \_\_\_\_\_

\*Can only be used if company ownership is the same. If company ownership is different, must register as a new company.

- Broker Change – requirements:
- Notarized letter on company letterhead authorizing incoming Broker to use company name (unless owned by Broker)
  - Documentation from a financial institution less than 30 days old verifying a trust account and an operating account on which the new Broker is a signatory. (Proof of accounts not required if same accounts as main office.)
  - Change Card for the exiting Broker
  - Change Card for the incoming Broker
  - \$50 non-refundable broker change fee

I hereby certify that the information provided with this application is true and correct.

Principal Broker Signature \_\_\_\_\_ Date \_\_\_\_\_

Branch Broker Signature \_\_\_\_\_ Date \_\_\_\_\_