



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: _____

-Do not provide credit card information on this form-
Please call the Division to make a credit card payment.

If paying by check,
mail check payment with application to: 160 E. 300 S., 2nd Floor, SLC, UT 84111
or PO Box 146711, SLC, UT 84114-6711
Make checks payable to: Utah Division of Real Estate.

- () 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 _____