

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

-Do not provide credit card information on this form-
Please call the Division for payment of the activation fee.

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.



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 |