

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 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. (Individual card required for both brokers)
- 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.

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



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

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 License #		Company License #	
Licensee Email		Licensee Email	
Licensee Phone (Home)	Licensee Phone (Cell)	Licensee Phone (Home)	Licensee Phone (Cell)
Principal/Branch/Dual Broker	Broker License #	Principal/Branch/Dual Broker	Broker License #
Signature of Principal/Branch/Dual Broker	Date	Signature of Principal/Branch/Dual Broker	Date
Signature of Licensee	Date	Signature of Licensee	Date