

**PART A - INSTRUCTIONS FOR BROKERAGE/BRANCH OFFICE CHANGE OF ADDRESS**

**Please submit with this form:**

- A copy of the **city or municipal business licence** showing the new address. Please note that the Council is aware there is often a waiting period to receive an original business licence. A copy of the paid application for business licence showing the brokerage name and address is therefore acceptable to the Council. If no business licence is required for your area, please submit a letter from the local government authority advising that a licence is not required.
- A fee of \$30.00 payable to the Real Estate Council. (See [www.recbc.ca](http://www.recbc.ca) for Credit Card Payment form)
- The original brokerage or branch office licence for amendment. Licence certificates of individual licensees engaged by the brokerage are not required to be amended.

**For a residential brokerage office:**

In addition to the above, if the office will be located in the managing broker's residence, pursuant to section 2-5 [*residential brokerage offices*] of the Rules, **please also submit:**

- Written confirmation from the managing broker that this is their residence address and that they are the controlling shareholder of the corporation or one of only 2 shareholders of the corporation, the other of whom is the spouse or family partner of the managing broker. In the case of a sole proprietor, shareholder information is not required.
- A copy of the home based bylaws from the city or municipality for their area.

Please note that the residential brokerage licence will be restricted to engaging only the managing broker and one additional licensee, who may or may not have to reside on the premises based on the government bylaws for that area.

**If any requirements, such as the original licence certificate, are not attached, please indicate when they will follow by mail.**

**PART B – BROKERAGE/BRANCH OFFICE CHANGE OF ADDRESS DETAILS**

Brokerage name		
<b>Current</b> address of brokerage or branch office		
<b>NEW</b> Address of brokerage or branch office		
Effective date of move	Please indicate whether this is a commercial or residential location	
Phone	Fax	Email
Name of applicant ( <i>Managing Broker, Officer, Director or Partner</i> )	Signature	
Title or position	Date	
<b>Mailing Address</b> Real Estate Council of British Columbia 900-750 West Pender Street   Vancouver, BC Canada   V6C 2T8		<b>Enquiries</b> Tel: 604.683.9664   Toll-free: 1.877.683.9664   Fax: 604.683.9017 <a href="http://www.recbc.ca">www.recbc.ca</a>   <a href="mailto:lic@recbc.ca">lic@recbc.ca</a>