

**PART A - INSTRUCTIONS FOR BROKERAGE NAME CHANGE**

**In the case of a CHANGE OF NAME for a brokerage, please complete the following and submit to the Council with the required attachments.** Prior to submitting, you should obtain approval from the Council regarding the intended brokerage name change **prior** to registering the name change with the Registrar of Companies. You may use the *Request for Brokerage Name Approval Form* on the Council's website at [www.recbc.ca](http://www.recbc.ca) or send a fax or email to the Council's licensing department requesting name approval. Please note if using a trade or franchise name, it must also be registered with the Registrar of Companies prior to the Council's records being amended.

**Attached** *Please submit with this form (If any of the requirements, such as the original licence certificate, are not attached, please indicate when they will follow by mail.)*

- 1) A fee of \$25.00 for each office licence to be amended payable to the Real Estate Council. (See [www.recbc.ca](http://www.recbc.ca) for Credit Card Payment form)
- 2) The original brokerage licence certificate and any branch office licenses for amendment. All licensed offices of the brokerage must have their licences amended in the case of a name change. Licence certificates of individual licensees engaged by the brokerage are not required to be amended.
- 3) A copy of the *Consent for Use of Name* from the franchisor if the brokerage will be affiliated with a franchise organization.

**PART B - NAME CHANGE INFORMATION**

Current brokerage name (including trade name if applicable)

Brokerage address

**NEW** name of brokerage (including trade name if applicable)

Effective date of name change

Name of applicant (*Managing Broker, Officer, Director or Partner*)

Signature

Title or position

Date

**Mailing Address**

Real Estate Council of British Columbia  
900 – 750 West Pender Street  
Vancouver, B.C., Canada V6C 2T8

**Enquiries**

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