

## PART A INSTRUCTIONS FOR BROKERAGE NAME CHANGE

To change a brokerage name, please complete the following steps and submit a completed *Request for Brokerage Name Change* form to the Council with the required attachments.

**Step 1:** Obtain approval from the Council for the intended brokerage name change. 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.

**Step 2:** Register the name change with the Registrar of Companies. 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.

**Step 3:** Complete this form and submit it, along with the required attachments, to the Council office.

**Attached Please submit with this form:**

- 1) A fee of \$50.00, payable to the Real Estate Council, for each office licence to be amended.
- 2) The original brokerage licence certificate and any branch office licences 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.

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

## 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, BC Canada | V6C 2T8

**Enquiries**

Tel: 604.683.9664 | Toll-free: 1.877.683.9664 | Fax: 604.683.9017  
[www.recbc.ca](http://www.recbc.ca) | [lic@recbc.ca](mailto:lic@recbc.ca)

*Note: Please use a separate form for each applicant. Partial payments will not be accepted.*

Name of licensee
Name of brokerage

**FEES AND RELATED ASSESSMENTS**

**Individual Fees**

- \$1800                                      First time Licensing Application
- \$1800                                      Re-licensing Application (unlicensed for more than 90 days from licence expiry)
- \$1450                                      Licensing Renewal Application
- \$1500                                      Late Renewal (unlicensed less than 90 days from licence expiry)
- \$250                                         Licence Transfer or Reinstatement Application
- \$250                                      Personal Real Estate Corporation Transfer
- \$250                                      Change of Licence Level or Category
- \$50                                         Individual Name Change
- \$800                                       \$750 Renewal                      Secondary Managing Broker Licence Application
- \$ \_\_\_\_\_                              Pro-rated licensing fee for Personal Real Estate Corporation (see www.recbc.ca for fees)

**Brokerage Fees**

- \$2000                                       \$1450 Renewal                      Licensing Application – Brokerage
- \$800                                         \$750 Renewal                      Licensing Application – Branch Office
- \$250                                      Change of Licence Level or Category
- \$50                                         Name or Address Change

**Other Fees**

\$ \_\_\_\_\_ (describe) \_\_\_\_\_

**CREDIT CARD INFORMATION**

Credit card #	Expiry date MM/YY	
Name on card (PRINT CLEARLY)	Cardholder signature	Date MM/DD/YYYY

**Note:** Licence fees and Compensations Fund assessments are not refundable after licence issuance. If the licence is surrendered in the first year of the two year licensing period, a refund of the second year errors and omissions insurance premium is available. If an application is withdrawn for any reason prior to licence issuance, the application fee will not be refunded.

**FOR OFFICE USE ONLY PLEASE DO NOT WRITE IN THIS SECTION**

Amount	Card Auth. #	Licence #
Rec. #	Date	

<p><b>Mailing Address</b> Real Estate Council of British Columbia 900-750 West Pender Street   Vancouver, BC Canada   V6C 2T8</p>	<p><b>Enquiries</b> Tel: 604.683.9664   Toll-free: 1.877.683.9664   Fax: 604.683.9017 www.recbc.ca   lic@recbc.ca</p>
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