

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 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 | 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

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

Brokerage Fees

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> \$2000 <input type="checkbox"/> \$1450 Renewal | Licensing Application – Brokerage |
| <input type="checkbox"/> \$800 <input type="checkbox"/> \$750 Renewal | Licensing Application – Branch Office |
| <input type="checkbox"/> \$250 | Change of Licence Level or Category |
| <input type="checkbox"/> \$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 style="text-align: center;">Mailing Address</p> <p style="text-align: center;">Real Estate Council of British Columbia 900-750 West Pender Street Vancouver, BC Canada V6C 2T8</p>	<p style="text-align: center;">Enquiries</p> <p style="text-align: center;">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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