

**PART A: INSTRUCTIONS**

In order to change your legal name as registered with the Council, please follow the instructions outlined below:

- Complete and submit this form to the Council office.
- Enclose a copy of a Change of Name Certificate, Marriage Certificate, or Birth Certificate, as applicable.
- Submit a fee of \$50 payable to the Real Estate Council of BC.
- Arrange for the return of your existing licence certificate to the Council for amendment.

**Please print clearly.**

**PART B: NAME CHANGE INFORMATION**

Current licensee name	
Brokerage name and address	
<b>NEW</b> licensee name	
Effective date of name change	
Please indicate which of the following forms you are submitting with this request: <input type="checkbox"/> Change of Name Certificate <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Birth Certificate	
Signature	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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**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	

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