CHANGE FORM - REAL ESTATE

Access this form via website at: www.hawaii.gov/hirec

Print Form

Mail to: REAL ESTATE COMMISSION
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801
or
Deliver to: 335 Merchant St., Room 301
Honolulu, HI 96813

*Submit **ORIGINALS** only - FAX and PHOTOCOPIES will not be accepted.*
Use a typewriter or print *LEGIBLY*. (BLACK INK ONLY)
Read the instructions on the reverse side.

Legal Name of Individual:

PART 1. For Licensee to complete

License Name (Individual's First, Middle, LAST, or Entity)	License Number	Other Registrations
Residence Location Address, if individual & sole proprietor: (NO P.O. BOX)	RB- RS-	CMA- CHO-
Business Address only if entity: (NO P.O. BOX)	Phone Number (days)	
Mailing Address:		

INDICATE CHANGE BEING REPORTED: NO change will be recorded unless appropriate box(es) is/are checked.

☐ **Change RESIDENCE LOCATION ADDRESS** to address above. *Signature of licensee required.*

☐ **Change MAILING ADDRESS.** *Completion of "Residence Address" and signature of licensee required.*

☐ **CHANGE BROKER**. *See* instructions on the reverse.

☐ **PLACE LICENSE INACTIVE**. *See* instructions on the reverse.

☐ **REACTIVATE license**. *See* instructions on the reverse. *Entity/Branch Office:* Signing below certifies that the business address is in compliance with Chapter 467, HRS, and Chapter 99, HAR.
Fee: **$75** for entity/branch office
$25 for salesperson and broker-salesperson.

☐ **Change to SOLE PROPRIETOR**. *See* instructions on the reverse. You must file an "Application for License: Real Estate Sole Proprietor".

☐ **Change of/to PRINCIPAL BROKER**. *See* instructions on the reverse. Fee: **$10**

☐ **Change to Add or Release BROKER IN CHARGE**. See instructions on the reverse. Fee: **$10**
- ☐ **Change from broker-salesperson to broker in charge.**
- ☐ **Change from broker in charge to broker-salesperson.**

☐ **Request DUPLICATE LICENSE**. *Circle type of license being requested.* ☐ Pocket License ☐ Wall Certificate
Fee: **$10** for each license or certificate.

☐ **Temporary Principal Broker or Broker in Charge Assignment**. See instructions on the reverse.
Complete period covered
From _____ TO _____
Signature of Appointing Broker (complete Part 2A)
Signature of Temporary Broker Acknowledging Assignment (complete Part 2B)

☐ **Change BUSINESS ADDRESS of principal place of business or branch office**. Signing below certifies that the new business address is in compliance with Chapter 467, HRS, and Chapter 99, HAR. Fee: **$10**
Is this a home occupation office: ☐ YES ☐ NO
New business address: _____
_____
Phone Number: _____

☐ **Surrender license** (individual, entity, or branch office). Signature of licensee required. See instructions on the reverse.

☐ **Change, Add or Delete TRADE NAME** (entity only, includes sole proprietor). Fee: **$10**
From: _____
To: _____
Delete: _____
Submit a copy of the "Application for Registration of Trade Name" that has been filed-stamped by the Business Registration Division, Commerce and Consumer Affairs.

☐ **Change legal NAME OF ENTITY or INDIVIDUAL**. *Attach old wall certificate and copy of legal document showing name change (Entity: Filed-stamped copy of "Certificate of Amendment" filed with the Business Registration Division, Commerce & Consumer Affairs and an entity resolution. Individual: Marriage certificate, divorce decree, etc.).* Fee: **$10**
Change to: _____

☐ **Change of license name of individual**. Fee: **$10**
Change to: _____

SIGNATURE OF LICENSEE _____ **DATE** _____

PART 2 For Releasing and/or New Broker to Complete

PART 2A. Releasing Broker	DATE RELEASED	SIGNATURE of Releasing Broker *(Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office where licensee was registered).* **Please print your name after your signature.**	License No. of Broker RB-
	NAME & FULL BUSINESS ADDRESS of Releasing Entity or Branch Office (*Number, Street, Suite No., City, State and Zip Code)*		License No. of Entity RB-
PART 2B. New Broker	DATE HIRED	SIGNATURE of New Broker *(Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office where licensee will be registered).* **Please print your name after your signature.**	License No. of Broker RB-
	NAME & FULL BUSINESS ADDRESS of New Entity or Branch Office *(Trade Name, Number, Street, Suite No., City, State and Zip Code)*		License No. of Entity RB-

See Instructions on the Reverse Side

RECO Reissuance.....577.....$10/$25/$75
Service Charge.....BCF.....$25

CHANGE FORM INSTRUCTIONS

1. Complete Part 1 of the form and check the appropriate box(es) for the change being requested. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

2. Where supporting documents are required, **submit ORIGINALS only,** unless otherwise stated.

3. When a fee is required, the amount is indicated. Make checks payable to "Commerce and Consumer Affairs." A $25 service charge will be assessed for payments that are dishonored for any reason, and the requested change will not be processed. If no fee is indicated, there is no fee for that change.

4. Obtain the appropriate signatures as indicated. Mail the form to REAL ESTATE COMMISSION; DCCA, PVL Licensing Branch; P.O. Box 3469; Honolulu, HI 96801 or deliver to 335 Merchant St., Room 301; Honolulu, HI 96813
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5. The effective date of a change will be as indicated on the form. You must submit changes within 10 days of the change as required by Rule 16-99-5, Failure to comply may result in disciplinary action.

Additional information on specific changes is provided below:

Change Broker: Mark this box if the licensee is changing to a different broker immediately. Licensee must complete Part 1. Licensee's signature is required. If the licensee is currently affiliated with a broker, the former broker must complete Part 2A. The new principal broker or broker in charge must complete Part 2B.

Place License Inactive: Releasing principal broker or broker in charge must complete Part 2A and licensee's signature is required in Part 1. If releasing licensee and unable to obtain licensee's signature, Rule 16-99-5.1(c) requires the broker to provide the licensee written notification.

Reactivate License/Registration:

Salesperson/Broker-Salesperson: Licensee must complete Part 1 and licensee's signature is required. New principal broker or broker in charge completes and signs Part 2B. Attach original continuing education certificates (CEs) if your license has not been active during current license biennium. If you are a new salesperson within the current biennium, CEs are not required. A $25 reactivation fee is required.

Entity: The name of the entity appears in Part 1, License Name. Principal broker's signature is required. Attach a current "Certificate of Good Standing" obtained from the Business Registration Division of the Department of Commerce and Consumer Affairs, entity resolution (sample available from Licensing Branch, or via website at www.hawaii.gov/hirec), and separate change form for the new principal broker and broker in charge(s) (if applicable), and all associating salespersons and broker-salespersons. If using a trade name, attach a file-stamped copy of current trade name registration approved by the Business Registration Division. A $75 reactivation fee is required.

Branch Office: The name of the entity appears in Part 1, License Name. Principal broker's signature is required. Each branch office shall have at least one (1) broker in charge. Submit a change form to register a broker in charge for the brokerage firm if the principal broker has not already designated a broker in charge. A $75 reactivation fee is required.

Sole Proprietor: Complete "Application for License: Real Estate Sole Proprietor" and follow the instructions on that form.

Change to Sole Proprietor: If currently affiliated with a broker, the releasing broker must complete Part 2A and licensee must complete Part 1 and Part 2B. If currently inactive, complete Part 1 and Part 2B. In addition, complete "Application for License: Real Estate Sole Proprietor" (available at Licensing Branch, or via website at www.hawaii.gov/hirec). If using a trade name, attach a file-stamped copy of current trade name registration approved by the Business Registration Division of the Department of Commerce and Consumer Affairs. A $40 fee is required.

Change Principal Broker: Check this box if the entity is changing its principal broker. This transaction requires change forms for each of the following: entity, new principal broker, and former principal broker as explained below. Only one (1) fee of $10 is required for this transaction.

Corporate/Partnership/LLC/LLP: The License Name in Part 1 is the name of the entity. The former principal broker must complete Part 2A. The new principal broker must complete Part 2B. Attach an entity resolution. Sample of an entity resolution is available from Licensing Branch, or via website at www.hawaii.gov/hirec.

New Principal Broker: Principal broker's name appears at the top in Part 1, License Name. If previously affiliated with a brokerage firm, have your former principal broker complete Part 2A and new principal broker complete Part 2B. Licensee's signature is required.

Former Principal Broker: His or her name appears at the top in Part 1, License Name. If going to another firm, mark the "Change Broker" box and complete Part 2A and your new principal broker or broker in charge completes Part 2B. If going inactive, follow instructions to place license inactive. If this change form is not received, licensee will be automatically changed to broker-salesperson status with the same company.

Change Broker In Charge:

New broker in charge: Broker in charge's name appears in Part 1, License Name. If previously affiliated with another brokerage firm, have your former principal broker complete Part 2A. Have your new principal broker complete Part 2B. If a broker-salesperson currently affiliated with the brokerage firm, also mark "Change from broker-salesperson to broker in charge" box, and have the principal broker complete Parts 2A and 2B. If inactive, also mark the "Reactivate" box and follow the instructions to reactivate license. Licensee's signature is required. A $10 change broker in charge fee is required.

Former broker in charge: His or her name appears in Part 1, License Name. If going to another firm, mark the "Change Broker" box and have the former principal broker complete Part 2A. Have your new principal broker complete Part 2B. If changing to a broker-salesperson within the brokerage firm, also mark "Change from broker in charge to broker-salesperson" box, and have the principal broker complete Parts 2A and 2B. Licensee's signature is required. If going inactive, follow instructions to place license inactive.

Appointing a Temporary Principal Broker or Broker In Charge: The name of the entity appears in Part 1, License Name. Complete Part 2A for appointing broker's signature and complete Part 2B for temporary broker's signature. Submit notification BEFORE the start of the period covered. A principal broker or broker in charge absent from the principal place of business for more than 30 calendar days, and no other broker in charge is registered with the principal place of business, must designate a temporary principal broker or temporary broker in charge. A temporary appointment may be made for up to 6 months, with an extension of 6 months subject to Commission approval. In case of death or prolonged illness, submit doctor's statement documenting illness or death certificate, whichever is appropriate.

Surrender of License: A licensee who has no pending complaints, investigations, disciplinary petitions filed against the licensee or disciplinary hearings may surrender the license. Attach wall certificate and pocket license. Once license is surrendered, the person who desires to engage in real estate activity in the future must meet all requirements as a new applicant.