



REAL ESTATE

CHANGE APPLICATION - BUSINESS

FEE: \$ 25.00

FOR DIVISION USE ONLY

- This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed legibly in black ink.
- **Incomplete or incorrect applications will be returned for correction.**
- A check or money order for any fees, made payable to Division of Real Estate & Professional Licensing, must be remitted with this form. **Cash will not be accepted.**
- **Do not use this form if you are registering a completely new company with a new registration/charter number from the Ohio Secretary of State. Use the Association, Corporation, LLC, or Partnership Application as appropriate. If you need to submit a change of business address, please use the appropriate Change of Business Address form.**
- Please submit, with this application, a copy of the certificate from the Secretary of State that proves your business entity and name certification are properly registered with that office.
- If you are only changing your company name and not changing your charter number or your DBA name, please submit your new company name registration along with this application.

REASON FOR COMPLETING THIS FORM (check all that apply)

- ☐ **CHANGE OF BUSINESS ENTITY NAME** (Complete sections 1, 2, 3, 6 and 7; remit a **\$25 business name change fee**; submit a letter from the bank at which the trust/special account is held that includes the account-holder name, the account number, and a statement that the account is a non-interest bearing trust or special account; if more than one broker or one or more salesperson is involved in this transaction, complete and submit the **Multiple License Transfer Affidavit [COM 3683]**; remit **\$34 fee** for each salesperson license and **\$34 fee** for each broker license, **not to exceed a total of \$6,000.**) **Return original company license and addendum.**
- ☐ **CHANGE OR ESTABLISH NEW FICTITIOUS OR DOING BUSINESS AS (DBA) NAME** (Complete sections 1, 2, 4, 6, and 7; remit a **\$25 business/DBA name change fee**; submit a letter from the bank at which the trust/special account is held that includes the account DBA name, the account number, and a statement that the account is a non-interest bearing trust/special account; if more than one broker or one or more salesperson is involved in this transaction, complete and submit the **Multiple License Transfer Affidavit [COM 3683]**; remit a **\$34 fee** for each salesperson license and **\$34 fee** for each broker license, **not to exceed a total of \$6,000.**) **Return original company license and addendum.**
- ☐ **REPLACE LOST OR DAMAGED LICENSE: CHOOSE ONE:** ☐ REISSUE LICENSE; ☐ PLACE LICENSE IN INACTIVE STATUS (Complete sections 1, and 2; complete section 6 if applicable; **\$25 lost license fee.**)
- ☐ **ADD MULTIPLE DBAs** (Complete sections 1, 2, 3, 5 and 7 below; submit this form, along with your Secretary of State filing and trust account information, remit a **\$25 DBA addition fee.**) **Return original company license and addendum.**

1. APPLICANT LICENSE NUMBER, COMPANY FILE NUMBER***, & FEDERAL TAX ID	APPLICANT LICENSE NUMBER	COMPANY LICENSE NUMBER	FEDERAL TAX ID
2. CURRENT BUSINESS ENTITY NAME	CURRENT BUSINESS ENTITY NAME AND DBA		
3. NEW BUSINESS ENTITY NAME	NEW BUSINESS ENTITY NAME		
4. NEW FICTITIOUS OR DBA NAME	NEW FICTITIOUS OR DBA NAME		
5. ADDITIONAL DBA NAME	DBA NAME		
ADDITIONAL DBA NAME	DBA NAME		
ADDITIONAL DBA NAME	DBA NAME		
ADDITIONAL DBA NAME	DBA NAME		
6. NEW BUSINESS ADDRESS	BUSINESS ADDRESS		BUSINESS PHONE
	CITY	STATE	ZIP CODE
7. Name of applicant or broker/officer/member/partner authorized to bind same. (type or print)	Signature of applicant or broker/officer/member/partner authorized to bind same.		DATE

***THIS APPLICATION CANNOT BE PROCESSED WITHOUT THE APPLICANT AND COMPANY LICENSE NUMBERS.

NOTICE: Refusal of check payment by the drawer's bank may result in a one-hundred-dollar fee payable to the superintendent or rejection or withdrawal of approval of this application.