# CHANGE FORM - REAL ESTATE

Print Pages 1 & 2

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

**Form is 2 pages. Signature(s) REQUIRED on page 2!**

Submit **ORIGINALS** only - FAX and PHOTOCOPIES will not be accepted.

Use fillable feature or a typewriter. (BLACK INK ONLY). READ instructions carefully.

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

## SECTION A.

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

**INDICATE CHANGE BEING REPORTED BELOW:** NO changes will be recorded unless:

-- appropriate box(es) is/are checked
-- required signatures are on page 2
-- checks are made payable to "Commerce and Consumer Affairs"
(Note: 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.)

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.

☐ **Change RESIDENCE LOCATION ADDRESS** to address above. Sign and date page 2 in Section B.

☐ **Change MAILING ADDRESS.** Complete "Mailing Address" above. Sign and date page 2 in Section B.

☐ **Change BUSINESS ADDRESS of principal place of business or branch office**. Sign and date page 2 in Section B to certify 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:

_____

☐ **Request DUPLICATE LICENSE**. Indicate type below. **Fee: $10** for **each** license or certificate. Sign and date page 2 in Section B.

☐ Pocket License ☐ Wall Certificate

☐ **Change, Add or Delete TRADE NAME** (entity only, includes sole proprietor). 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. Sign and date page 2 in Section B. **Fee: $10**

From: _____

To: _____

Delete: _____

☐ **Change legal NAME OF ENTITY or INDIVIDUAL**. Attach old wall certificate and copy of legal document showing name change (Entity: **File-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.). Sign and date page 2 in Section B. **Fee: $10**

Change to: _____

☐ **Change LICENSE NAME of individual**. Sign and date page 2 in Section B. **Fee: $10**

Change to: _____

☐ **SURRENDER of License (individual, entity, or branch office):** Complete Section A above. 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. If the pocket ID card and/or wall certificate are not available, please provide a written explanation as to why they cannot be provided. 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. Sign and date page 2 in Section B.

☐ **Place license INACTIVE**. Complete Section A above. Releasing principal broker or broker in charge must complete Section C on page 2 and the signature of licensee who is going inactive is required in Section B. If unable to obtain signature of licensee who is going inactive, Rule 16-99-5.1(c) requires the releasing broker to provide the licensee written notification. NOTE: If the licensee is unable to obtain releasing broker's signature, please review the memorandum "Procedures for Difficulties with Releasing Broker on the Change Form or Experience Statement by Broker" on the Real Estate Branch website.



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

☐ **REACTIVATE License:**

--Salesperson/Broker-Salesperson: Licensee reactivating is to complete Section A on page 1 and sign and date Section B below. New principal broker or broker in charge must complete Section D below. A licensee who has been inactive for one or more renewal periods, shall first satisfy the prescribed continuing education (CE) hours of the immediate prior renewal period. The commission shall credit the licensee with CE hours for any certified CE core or elective courses completed during the immediate prior renewal period. Attach original CE certificates. You may obtain original certificates at https://pvl.ehawaii.gov/rece. If you are a new salesperson or broker licensed within the current biennium, CEs are not required. **Fee: $25**.

--Entity: Input name of entity on page 1 in Section A. Principal broker's signature is required in Section B below. 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 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. **Fee: $75**.

--Branch Office: Input name of entity on page 1 in Section A. Principal broker's signature is required in Section B below. Each branch office shall have at least one (1) broker in charge. If the principal broker has not already designated a broker in charge, submit another change form to register a broker in charge for the brokerage firm. **Fee: $75**.

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

☐ **Change BROKER:** Mark this box if you are immediately changing to a different broker. You must complete Section A on page 1 and sign and date Section B below. If you are currently affiliated with a broker, your former broker must complete Section C below. Your new principal broker or broker in charge must complete Section D below.

☐ **Change to SOLE PROPRIETOR:** You must complete Section A on page 1 and Section D below. If you are currently affiliated with a broker, the releasing broker must complete Section C below. (If you are on inactive status, see REACTIVATE License above.) If you will be 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. **Fee: $40**.

☐ **Change PRINCIPAL BROKER ("PB"):** Check this box if the entity is changing its principal broker. This transaction requires 3 change forms: 1 from entity, 1 from new principal broker, and 1 from former principal broker. Only one (1) **Fee of $10** is required for this transaction. SUBMIT ALL 3 COMPLETED CHANGE FORMS TOGETHER.

--Corporate/Partnership/LLC/LLP: Input name of the entity in Section A on page 1. The former PB must complete Section C below. The new PB must complete Section D below. Attach an entity resolution. Sample of an entity resolution is available at www.hawaii.gov/hirec. AND ON A SEPARATE CHANGE FORM...

--New Principal Broker: Input name of the new PB in Section A on page 1 and have him/her complete Sectio D below. If previously affiliated with a brokerage firm, have your former PB complete Section C below. AND ON A SEPARATE CHANGE FORM...

--Former Principal Broker: Input name of the former PB in Section A on page 1. If the former PB is going to another firm, mark the "Change Broker" box and complete Section C below. Have the new PB or broker in charge complete Section D below. If going inactive, follow instructions to place license inactive. If this change form is not received, licensee will automatically be changed to broker-salesperson status with the same company.

☐ **Change to Add or Release BROKER-IN-CHARGE ("BIC"):**

--Add New broker in charge: Input BIC's name in Section A on page 1 and sign and date Section B below. If previously affiliated with another brokerage firm, have your former PB complete Section C below and your new PB complete Section D below. If you're a broker-salesperson currently affiliated with a brokerage firm, also mark the "Change from broker-salesperson to broker in charge" box below and have your PB complete Sections C and D below. If inactive, also mark the "Reactivate" box and follow the instructions to reactivate license. **Fee: $10.**

--Release Former broker in charge: Input former BIC's name in Section A on page 1 and sign and date Section B below. If BIC is going to another firm, mark the "Change Broker" box and have the former PB complete Section C below. Have your new PB complete Section D below. If you're changing to a broker-salesperson within the brokerage firm, also mark the "Change from broker in charge to broker-salesperson" box below and have your PB complete Sections C and D below. If going inactive, follow instructions to place license inactive.

☐ **Change from broker-salesperson to broker in charge.** ☐ **Change from broker in charge to broker-salesperson.**

☐ **Appointing a TEMPORARY Principal Broker or Broker In Charge:** Input the name of the entity on page 1 in Section A. Submit notification BEFORE the start of the period covered. A principal broker or broker in charge who will be 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.

**Temporary Assignment**. Complete period covered (month/year): FROM _____ TO _____

Appointing broker to complete Section C below; Temporary broker accepting assignment to complete Section D below.

## SECTION B.

**SIGNATURE OF LICENSEE** _____ **DATE** _____

## SECTION C.

DATE RELEASED *(if applicable)* _____

_____ _____

**SIGNATURE of Broker** *(Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office).* **Please print your name after your signature**.

License No. of Broker RB - _____

License No. of Entity RB - _____

_____

NAME & FULL BUSINESS ADDRESS of Releasing Entity or Branch Office (*Number, Street, Suite No., City, State and Zip Code)*

## SECTION D.

DATE HIRED *(if applicable)* _____

_____ _____

**SIGNATURE of Broker** *(Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office).* **Please print your name after your signature**.

License No. of Broker RB - _____

License No. of Entity RB - _____

_____

NAME & FULL BUSINESS ADDRESS of Hiring Entity or Branch Office (*Number, Street, Suite No., City, State and Zip Code)*