



## BROKER OFFICE ADD/CHANGE REQUEST

This form is used in order to make changes to existing firms (address, phone number, firm name, etc.) or to add offices/branches.

### Change Existing Office Information

**\* If you are changing existing office name, it must reflect in the DRE as a registered DBA before the change can be made**

### Add New Office/Branch

New Firm Name: \_\_\_\_\_ Firm #: \_\_\_\_\_

Old Firm Name: \_\_\_\_\_

New Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

New Phone/Fax Number: \_\_\_\_\_

New E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Other Changes: \_\_\_\_\_

Broker's Name: \_\_\_\_\_

Broker's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Broker signature is REQUIRED for form to be valid.**