



Bureau of Professional and Occupational Affairs
State Real Estate Commission
POST OFFICE BOX 2649
HARRISBURG, PA 17105-2649
717-783-3658
717-787-0250 (FAX)

BROKER CHANGE OF ADDRESS AND/OR NAME APPLICATION

Make sure this is the most recent application by checking our website: www.dos.state.pa.us/estate

INSTRUCTIONS

1. The application responses must either be typed or printed in blue or black ink.
2. Failing to answer any questions or providing false answers may result in the refusal of a license or subsequent disciplinary action once the license is issued.
3. If the name of the main office name is being changed, a separate application (**SPOA 2111**) for each branch must accompany this application.
4. Sole proprietorships are not permitted to use terms such as "Group", "Associates", "Companies", etc. as part of a trade name.
5. Fictitious names may not be false, misleading or deceptive.
6. Members of a real estate association or organization may use a name that connotes membership in the association/organization provided that membership is continued.
7. Information about corporate filings or fictitious names should be directed to the Pennsylvania Corporation Bureau at (717) 787-1057 or online at www.dos.state.pa.us/corps.
8. If your office is located in another state, an **original** certification of licensure or letter of good standing from that state's licensing authority must accompany this application. The certification must be dated within 90 days of receipt of this application in the Commission office and must indicate the new name and/or new address of the entity. (Please note that this document is not a copy of your license)
9. Question #3--Applicants may supply a mailing address in addition to the entity's location. Please note that the mailing address must be in the state where your license is located.
10. Attach the following documents to this application:

A. Check or money order made payable to the Commonwealth of Pennsylvania for:

Name Change

\$ 75.00 for the main office location

\$ 75.00 for each branch office

\$ 20.00 for each licensee, including the broker of record, officers or partners

Address Change

\$ 75.00 for the main office location

\$ 20.00 for each licensee, including the broker of record, officers or partners

56-SPOA 2108A (02-10)

A \$55.00 re-inspection fee will be charged whenever there is a failed inspection

Application fees are **NON-REFUNDABLE** regardless of whether a license is issued.

A \$20.00 processing fee will be charged for any returned unpaid check.

- B. All original wall certificates**, including the entity license, broker of record, officer or partners and salespersons, **must be returned**.
- C. Fictitious Name Registration, (if applicable):** If you are adding, deleting or amending a fictitious name, a photocopy of the approved or amended fictitious name registration must be submitted from the Pennsylvania Corporation Bureau.
- D. Corporation Amendment, (if applicable):** If you are amending your corporation name, a photocopy of the approved corporate name amendment must be submitted from the Pennsylvania Corporation Bureau.
- E. Escrow Account Information, (if applicable):** If you have changed the name of your company, a letter from your financial institution must be submitted verifying the name has been changed on the escrow account.
- F. Certification of Licensure (if applicable).**

Please see the Commission's website, www.dos.state.pa.us/estate, for additional information about licensure and application requirements.

To check the status of your application go to www.mylicense.state.pa.us.

DELAYS may occur in the processing of this application if submitted licensure renewal (March 1 through July 1 of even-numbered years).



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___ Change of address ___ Change of Entity name ___ Change of Trade Name

1. Applicant's name: _____ License Number: _____
2. Trade name (if applicable): _____
3. Applicant's address: _____
4. Alternate mailing address (if applicable): _____
5. Broker of Record's Name (if corporation or partnership): _____
6. Main office phone number: _____
7. Phone number where the Broker/Broker of record can be contacted directly: _____
8. Does the exterior sign list the name under which the entity is doing business? ___YES ___NO
9. Does the office have a location where business can be conducted in a confidential manner? ___YES ___NO
10. Is the office located in: ___A commercial building ___A private dwelling?
If located in a private dwelling, does the office have separate entrance from the dwelling? ___YES ___NO

11. **APPLICANTS' CERTIFICATION** (Please mark each box with an X after reading)

- To the best of my knowledge, all information supplied in this application is true and correct.
- To the best of my knowledge, the entity has advised the Commission where it is the subject of discipline or under current investigation or proceedings alleging misconduct under a licensing or criminal law in this Commonwealth or another state.
- I have read, understand and agree to comply with the Real Estate Licensing and Registration Act and the Commission's regulations.
- I consent to service of process as described in §35.221(3) (relating to general requirements).
- I understand that any false statement made by me is subject to the penalties of 18 Pa.C.S. Section 4904 (relating to unsworn falsification to authorities) and may result in a disciplinary sanction against the entity's license and/my license.

(Signature of Broker/Broker of Record)

(Date)