

**Agents:** Use this form only if you are updating your personal information or name. If you are transferring to another office (even within the same brokerage) use our **MEMBER TRANSFER FORM**.

**Brokers:** Use this form to update OC REALTORS® of your new personal information, existing office changes, personal name, DBA change, or change the Broker of Record. Do not use this form to open up an additional branch office--use our **ADDITIONAL OFFICE APPLICATION**.

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ MLS ID: \_\_\_\_\_

**ADDRESS UPDATE**      Personal      Office Info (Brokers or Authorized Office Managers Only)

Address: \_\_\_\_\_  
Street                      City                      State                      Zip

New Office Phone: \_\_\_\_\_

Preferred Contact Phone: \_\_\_\_\_ This is a:      Cell Phone      Landline

Fax: \_\_\_\_\_ New Email: \_\_\_\_\_

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

**NAME CHANGE**     Name changes will not be processed if not reflected on DRE's website.

Personal      New DBA (Brokers or Authorized Office Managers Only)

Former Name: \_\_\_\_\_

New Name / DBA: \_\_\_\_\_

DRE License Number: \_\_\_\_\_

**BROKER UPDATE**     Departing Brokers may assign a new Broker of Record. He/ she must be an OC REALTORS® member (or will be required to join), and the new brokerage information must be listed on his/her DRE record online.

Office Name: \_\_\_\_\_

Former Broker Name / Signature: \_\_\_\_\_

MLS ID: \_\_\_\_\_ Contact Phone / Email: \_\_\_\_\_

New Broker Name / Signature: \_\_\_\_\_

MLS ID: \_\_\_\_\_ Contact Phone / Email: \_\_\_\_\_

Notes / Comments: \_\_\_\_\_

*I understand that this form only updates my information with OC REALTORS® and not the California Department of Real Estate. I am responsible for notifying DRE directly of any changes, as failure to do so can result in administrative fines from*

**REQUIRED SIGNATURE** \_\_\_\_\_