

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 _____