IDAHO REAL ESTATE COMMISSION
irec.idaho.gov

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Boise, Idaho 83706
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Fax: (208) 334-2050
licensing@irec.idaho.gov

IREC use only
License #: _____
Receipt #: _____
Approved: _____

NOTICE OF BROKER CHANGE

1. LICENSED BROKERAGE NAME:

_____
Company Name License No.

Brokerage is a (choose one):

☐ Corporation ☐ Limited Liability Company ☐ Limited Partnership ☐ Limited Liability Partnership ☐ Branch Office

2. NEW DESIGNATED BROKER/BRANCH OFFICE MANAGER:

New DB/BOM Name: _____

Does the new DB/BOM already have an Idaho broker license?

☐ No - **Attach a completed broker license application for the new DB/BOM**

☐ Yes - Provide Idaho broker license number _____

☐ **I have completed the Idaho Business Conduct & Office Operations or Brokerage Management course within the 3 years immediately preceding the date of this application (inactive to active DB or AB to DB applicants only).**

3. ERRORS & OMISSIONS INSURANCE COVERAGE FOR THE NEW DB/BOM: *(E&O Insurance must have an effective date on or before the date you submit this request)*

☐ Rice Insurance Services Company *(Commission group policy - attach copy of Rice certificate of coverage)* - **OR**

☐ Independent Coverage *(attach completed, signed Certification of E&O Coverage form (REE-141 or REE-142) showing coverage for the DB/BOM.)*

REQUIRED ATTACHMENTS

IREC use ONLY

____ Broker License Application for new DB/BOM (if not already licensed as a broker in Idaho).....

____ Documentation of the DB Change for your brokerage *(choose the applicable entity type) (not required for BOM changes)*:

Corporation:

____ Corporate resolution showing the DB is an officer and has been named DB for the corporation.....

AND

____ List of names, titles and addresses of <u>all</u> officers and directors.....

Limited liability company:

____ Operating agreement showing the DB is a member or manager and has been named DB for the LLC.....

AND

____ List of names, titles and addresses of <u>all</u> members and managers.....

Limited partnership or limited liability partnership:

____ Partnership agreement showing the DB is a general partner and has been named DB for the LP or LLP.....

AND

____ List of names, titles and addresses of <u>all</u> partners.....

____ E&O Insurance certificate of coverage for the DB/BOM.....

_____ _____ _____
DB Authorized Signature Title Date

_____ _____ _____
BOM Authorized Signature (if applicable) Title Date