



**IREC use only**

License #: \_\_\_\_\_

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). \*Must attach a copy of the completion certificate if it's not noted on your IREC education record.**

**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 RISC 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**

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_____ 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):	
<b>Corporation:</b>	
_____ Corporate resolution showing the DB is an officer and has been named DB for the corporation.....	
<b>AND</b>	
_____ List of names, titles and addresses of <u>all</u> officers and directors.....	
<b>Limited Liability Company:</b>	
_____ Operating agreement showing the DB is a member or manager and has been named DB for the LLC.....	
<b>AND</b>	
_____ List of names, titles and addresses of <u>all</u> members and managers.....	
<b>Limited Partnership or Limited Liability Partnership:</b>	
_____ Partnership agreement showing the DB is a general partner and has been named DB for the LP or LLP.....	
<b>AND</b>	
_____ List of names, titles and addresses of <u>all</u> partners.....	
_____ E&O insurance certificate of coverage for the new DB/BOM.....	
_____ I have completed the BCOO or Brokerage Management course within the previous 3 years (inactive to active DB or AB to DB applicants only).....	

\_\_\_\_\_  
Current DB Signature Title Date

\_\_\_\_\_  
Current BOM Signature (if applicable) Title Date