



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.

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

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 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