

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Licensing Division
REAL ESTATE
P.O. Box 30243, Lansing, MI 48909
517-373-7353
www.michigan.gov/reaalestate

65 04-

FEE: \$10.00 FOR EACH LICENSE REPRINTED

NAME OR ADDRESS CHANGE FOR REAL ESTATE INDIVIDUAL BROKER

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

If you are making a name or address change to an associate broker license, use the Name or Address Change for Real Estate Associate Broker form (BCS/LRE-922). If you are making a name or address change to a broker company license, use the Name or Address Change for Real Estate Broker Company form (BCS/LRE-923).

Individual Broker Name Change - Enter the new name (must be legal name). Individual brokers making a name change who also have a DBA must include a copy of the filed amended DBA Certificate from the County Clerk's office.

Individual Broker DBA (Assumed Name) Addition/Change - Enter the new DBA exactly as it appears on the DBA Certificate from the County Clerk. Include a copy of the filed certificate from the County Clerk's office of your new location.

Individual Broker Address Change - Enter the new address(es). Individual brokers must maintain an office location in Michigan. Individual brokers who have a DBA and are moving out of the county where originally filed must include a new DBA certificate from the County Clerk's office where relocated. If a home address changes to outside of Michigan, include a Consent to Service of Process form (BCS/LCL-900).

Individual Broker DBA Deletion - Check appropriate box to delete.

Branch Office - Do not use this form. If address of the branch office changes, complete a new application for a branch office license (BCS/LRE-070).

Returning Wall Licenses for Name/DBA Changes:

Individual brokers who have a name change or are applying for an addition or change of a DBA must return their wall license and the wall license of all salespersons, associate brokers and branch offices licensed to them. Licenses will be updated and reprinted with a fee of \$10 per license.

Returning Wall Licenses for Address Changes:

Include the individual broker license with this request. Do not return employee licenses. If the individual broker has a licensed branch office, return the branch office license along with the individual broker's license and this form. Licenses will be updated and reprinted with a fee of \$10 per license.

Providing incomplete or inaccurate information may delay the process. Applicants will be notified by mail or e-mail if an application is found to be incomplete or incorrectly submitted. The updated license(s) will not be printed until the correct form is returned to the department.

INDIVIDUAL BROKER CHANGE INFORMATION

Permanent ID Number 6504-	Type of Change [Check appropriate box(es)] <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> DBA - Addition/change <input type="checkbox"/> DBA - Deletion
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Name (legal name)	New Name (if changing - must be legal name)
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DBA Addition/Change (Check here if adding/changing) Print as shown on DBA certificate from County Clerk.

Office Address <input type="checkbox"/> (Check here if changing) Individual brokers must maintain a place of business in Michigan.	CITY	STATE MI	ZIP
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Home Address <input type="checkbox"/> (Check here if changing) If moving out of state, include a Consent to Service of Process form (BCS/LCL-900) with this form	CITY	STATE	ZIP
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CONTACT INFORMATION

Name of Contact Person	Daytime Telephone Number ()	E-Mail
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Original Signature of Broker	Date
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FEE PAYMENT INFORMATION

FOR OFFICE USE ONLY - VALIDATION

Name and/or Address Change Fee: \$10.00 (6504-32)	
Reissue _____ license(s) at \$10.00 per license	
Make your check or money order in U.S. Currency payable to: STATE OF MICHIGAN	
FEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.	

You must account for the Wall License.
Enter explanation below if wall license(s) cannot be returned with this request.