

## RESTRICTED SALESPERSON CHANGE APPLICATION

RE 214A (Rev. 5/25)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

- This form is to be used by **restricted salespersons only**
- Unrestricted Salespersons must use RE 214.
- Restricted Brokers must use RE 204.
- Restricted Broker-Associates (acting in the capacity of a salesperson) must use RE 215A.
- **Read instructions on page 2 before completing.**
- **Note:** License changes marked with an asterisk may be completed online by utilizing eLicensing.

### TYPE OF CHANGE [Check appropriate box(es)]

- ☐ RESPONSIBLE BROKER/CORP.
- ☐ AFFILIATION DISCONTINUED
- ☐ PERSONAL NAME
- ☐ MAILING ADDRESS\*
- ☐ TELEPHONE/EMAIL ADDRESS\*
- ☐ ACTIVATION

### SALESPERSON INFORMATION

1. LICENSE IDENTIFICATION NUMBER

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2. SALESPERSON NAME — AS IT APPEARS ON LICENSE. — LAST, FIRST, MIDDLE, SUFFIX

3. SALESPERSON **NEW** NAME (IF CHANGING) — LAST, FIRST, MIDDLE, SUFFIX (See instructions on reverse side; sign line #13 with *new* name.)

4\*. SALESPERSON MAILING ADDRESS — STREET ADDRESS/P.O. BOX, CITY, STATE, ZIP CODE

5. DO YOU RESIDE IN CALIFORNIA?

☐ YES ☐ NO

IF NO, FORM RE 234 MUST BE ON FILE WITH THIS DEPARTMENT. SEE REVERSE SIDE.

6. DATE OF COMMISSIONER  
DECISION

7. CASE NUMBER

H -

8. SALES. LICENSE EXPIRATION DATE

MONTH

DAY

YEAR

9\*. CURRENT TELEPHONE NUMBER

( )

10. BUSINESS TELEPHONE NUMBER

( )

11. BUSINESS CELL PHONE NUMBER

( )

12\*. CURRENT EMAIL ADDRESS

### RESTRICTED SALESPERSON CERTIFICATION

I hereby certify that: a) the information on this form is true and correct to the best of my knowledge, b) I have complied with Section 10161.8(c) and (d) of the Business and Professions Code, and c) I have given notice of termination of affiliation to the broker identified on line #24.

13. SIGNATURE OF RESTRICTED SALESPERSON — **MUST BE ORIGINAL OR ELECTRONIC\*\* SIGNATURE**



DATE

\*\* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)

### NEW RESPONSIBLE BROKER/CORPORATION INFORMATION

14. BROKER/CORPORATION ID NUMBER

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15. SALESPERSON AFFILIATION DATE

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16. BROKER/CORPORATION NAME — AS IT APPEARS ON LICENSE; NO DBA'S

17. MAIN OFFICE ADDRESS OF BROKER/CORP. — STREET ADDRESS, CITY, STATE, ZIP CODE

### RESPONSIBLE BROKER CERTIFICATION

I hereby certify that I have read the Decision of the Real Estate Commissioner referenced above, which provides for the issuance of a restricted real estate salesperson license and/or Mortgage Loan Originator (MLO) license endorsement. I will carefully review all transaction documents which the restricted salesperson licensee prepares and will otherwise exercise close supervision over the licensed activity of the above named salesperson. Should he/she violate any of the conditions of the restricted license and/or MLO license endorsement, I will immediately notify the Real Estate Commissioner in writing.

I hereby certify that: a) The above information is true and correct to the best of my knowledge, and b) there is a written agreement with this salesperson on file in my office as required by Section 2726 of the Commissioner's Regulations.

18. SIGNATURE OF NEW BROKER/LICENSED OFFICER — **MUST BE ORIGINAL OR ELECTRONIC\*\* SIGNATURE**



DATE

19. PRINTED NAME OF #18 SIGNER

20. BROKER/CORP. EXPIRATION DATE

21. BUSINESS TELEPHONE NUMBER

### FORMER BROKER/CORPORATION INFORMATION

22. BROKER/CORPORATION ID NUMBER

23. DATE SALESPERSON TERMINATED

24. BROKER/CORPORATION NAME — AS IT APPEARS ON LICENSE; NO DBA'S

25. SIGNATURE OF FORMER BROKER/LICENSED OFFICER — **MUST BE ORIGINAL OR ELECTRONIC\*\* SIGNATURE**



DATE

### DRE USE ONLY

PROC. #

DATE PROCESSED

SENDER'S #

DATE SENT

FORM LETTER/COMMENTS

DOCUMENT DATE USED & TYPE (circle one)

RD AD KD

## General Information

- This form is to be used by **restricted salespersons only**; unrestricted salespersons must use Salesperson Change Application (RE 214).
- Type or print clearly in ink (black or blue; do not use red).
- Receipt of this form will not be acknowledged.
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.
- **eLicensing** — Restricted licensees may only use the **eLicensing** system on the DRE Web site to make contact information changes, such as telephone number, email address and mailing address. All other changes must be mailed to the address identified on this form.
- Business and mailing addresses are public information and as such are posted on the Internet and available from DRE via telephone and written requests. Please consider this when identifying a license mailing address.

## Type of Change

Check the appropriate box(es) on page 1 and complete the item numbers listed below.

Mailing address .....	#1–13
Telephone or email address.....	#1–13
Personal name.....	#1–13
Activation .....	#1–21
Responsible broker .....	#1–19 ( <i>required</i> ) & 20–25 ( <i>optional</i> )
Affiliation discontinued by broker.....	#1, 2, and 22–25
Affiliation discontinued by sales. ....	#1–13, & 22–25

**Change of Personal Name** – Enter full new name. Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.) showing prior and current names. Sign this form with your new name.

**Mailing Address** – The mailing address (*post office box, residence or business address*) is used to mail correspondence to you. If your mailing address is that of your broker, please note “c/o” (*in care of*) your responsible broker or corporation.

**Non-California Residents** – If residing outside the State of California or if moving from one out of state address to another state, a Consent To Service Of Process (RE 234) is also required, if not already on file.

## License Certificates

**License certificates can be printed online anytime using eLicensing.**

## Mailing Information

This application may be submitted in person at any district office or mailed to the Sacramento office.

**Mail To:** Department of Real Estate  
651 Bannon Street, STE 504  
Attn: Flag Section  
Sacramento, CA 95811

## Note To Responsible Broker/Corporation

**Responsible Broker/Corporation ID# and Name** – If you are licensed both as an individual broker and as an officer of a corporation, enter the appropriate ID# and name.

- If the salesperson will be working for you under your individual license, enter the name and ID# from that license.
- If the salesperson will be working for you under your corporation officer’s license, enter the corporation name and ID# from that license.
- Do not list DBA’s on this application.

## PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Department of Real Estate    Assistant Commissioner  
651 Bannon Street            Licensing & Administration  
Sacramento, CA 95811       Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Department of Tax and Fee Administration and the Franchise Tax Board will share taxpayer information with the Department of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Department of Tax and Fee Administration and Franchise Tax Board require the Department to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may

be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department’s Enforcement Division, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff’s Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Financial Protection and Innovation, Department of Insurance, Department of Consumer Affairs, California Bar Association).