

# BRANCH OR DIVISION MANAGER APPOINTMENT

RE 242 (Rev. 6/24)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

## GENERAL INFORMATION

- *The appointment of a branch or division manager is voluntary pursuant to Business and Professions (B&P) Code Section 10164.*
- *Complete in full. Read instructions on page 2 before completing.*
- *Type or print clearly in blue or black ink.*
- *All signatures must be original signatures.*

EFF. DATE

1. BROKER OR CORPORATION LICENSE NUMBER

2. BROKER OR CORPORATION NAME — **DO NOT LIST DBAs**

NAME OF LICENSED BROKER-OFFICER (IF CORPORATION)

3. CURRENT TELEPHONE NUMBER (REQUIRED)

( )

4. CURRENT EMAIL ADDRESS (REQUIRED)

5. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

6. MAIN OFFICE ADDRESS — STREET ADDRESS

CITY

STATE

CA

ZIP CODE

### ADD OR CANCEL BRANCH OR DIVISION MANAGER (CHECK APPROPRIATE BOX)

ADD BRANCH MANAGER

CANCEL BRANCH MANAGER

ADD DIVISION MANAGER

CANCEL DIVISION MANAGER

**To add or cancel a branch or division manager, complete lines 7 to 12.**

7. BRANCH OR DIVISION MANAGER NAME (LAST, FIRST)

8. DRE LICENSE NUMBER

9. DATE OF CHANGE

*I hereby certify that pursuant to B&P Section 10164, a written contract has been signed by myself and my responsible broker or designated broker officer outlining my delegated responsibilities as a branch or division manager. Furthermore, I acknowledge that by accepting this appointment as a branch or division manager I may be subject to disciplinary action pursuant to B&P Section 10165 for failure to properly supervise licensed activity. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

10. SIGNATURE OF BRANCH OR DIVISION MANAGER



DATE

**The above branch or division manager is/was responsible for supervising real estate activities at the following location:**

11. OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST DBAs OR TRACT NAMES)

DIVISION

2ND LINE OF ADDRESS, IF ANY

CITY

STATE

CA

ZIP CODE

*I hereby certify that I am aware pursuant to B&P Section 10164, a written contract has been signed between myself and the branch or division manager; the branch or division manager has accepted the delegated responsibility, and that the contract will be furnished to DRE upon request. I also certify that the branch or division manager does not hold a restricted license, nor has the branch or division manager been the subject of an order of debarment, and if a licensed salesperson, that the branch or division manager has at least two years full time experience as a salesperson within the preceding five years. Realizing that a false certification is basis for suspension or revocation of my license under Sections 10177(a), 10177(f), and 10177(h) of the Real Estate Law, I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

12. SIGNATURE OF RESPONSIBLE BROKER OR BROKER-OFFICER (MUST BE ORIGINAL OR ELECTRONIC\* SIGNATURE)



DATE

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

**DRE  
ONLY**

PROCESSOR #

DATE PROCESSED

SENDER'S #

DATE SENT

**General**

- **Individual Brokers or corporations**— Complete items # 1-11.
- **Signature** — Line #10 must be signed by the branch or division manager.
- **Signature** — Line #12 must be signed by the responsible broker or licensed broker-officer of the corporation.

**Adding a Branch or Division Manager**

To add a branch or division manager, check the box indicating you are adding a branch or division manager and complete lines #7 through #12. Branch or division managers must hold a valid Department of Real Estate license. Salespersons must have had two years full time real estate experience within the preceding 5 years in order to be appointed as a branch or division manager. In all cases, in order to be eligible to be appointed a branch or division manager, the licensee must not hold a restricted license, nor can the licensee have been the subject of an order of debarment.

**Cancelling a Branch or Division Manager**

To cancel a branch or division manager, check the box indicating you are cancelling the appointment of a branch or division manager and complete lines #7 through #12.

**Renewal Information**

- **On-Time**—Branch or division manager appointments are automatically renewed when the license of the broker or designated broker-officer of a corporation is renewed on an on-time basis. Complete this form to cancel any branch or division managers.
- **Late** — Branch or division manager appointments are automatically canceled when the license of a broker or designated broker-officer of a corporation is renewed on a late basis. Complete this form to re-add branch or division manager appointments.

**Important Information**

- 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.
- If you are adding multiple branch or division managers to one branch or office location(s), or if you are cancelling one branch or division

manager for multiple locations, please complete additional forms as necessary.

- Branch managers can only be appointed to a branch office location already on file with DRE. If you wish to add or cancel branch offices, complete a Branch Office Application (RE 203) and submit along with this form.

**Mailing or Questions**

- Mail completed application to:  
 Department of Real Estate  
 651 Bannon Street, STE 503  
 Attn: Business Support Section  
 Sacramento, CA 95811
- Forms and additional information may also be obtained from our Web site at [www.dre.ca.gov](http://www.dre.ca.gov).

**Note**

To avoid processing delays, please complete all information requested. The following situations may cause delays or require the Branch or Division Manager appointment form to be returned:

- The mailing and/or main office addresses listed on this application differ from those currently on record with DRE.\*
- The license identification number does not correspond to the licensee name.\*
- The office address listed on line 11 is not on file with DRE.
- The application:
  - is not properly signed by the licensed broker or broker-officer (when request is made by a corporation);
  - contains an unacceptable signature (countersignature, photocopy, or fax copy); or
  - is not suitable for microfilming/imaging and/or processing (poor quality photocopy).

\* The current main, mailing, branch addresses, etc., may be verified on the Internet by selecting “License Status” from the DRE home page at [www.dre.ca.gov](http://www.dre.ca.gov).

**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    Assistan 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).