

**PRLS INDIVIDUAL CHANGE APPLICATION**

RE 266 (Rev. 6/24)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

**NOTICE:** Please read RE 254, RE 260 and information on reverse side before completing this application.

TYPE OF CHANGE [CHECK APPROPRIATE BOX(ES)]

- |   |   |
|---|---|
| <input type="checkbox"/> CHANGE OF MAIN OFFICE ADDRESS  | <input type="checkbox"/> CHANGE OF DESIGNATED AGENT |
| <input type="checkbox"/> CHANGE OF PRLS LICENSEE'S PERSONAL NAME  | <input type="checkbox"/> CHANGE MAILING ADDRESS     |
| <input type="checkbox"/> ADD/DELETE FICTITIOUS BUSINESS NAME  | <input type="checkbox"/> CANCEL PRLS LICENSE        |
| <input type="checkbox"/> <b>ISSUE DUPLICATE PRLS LICENSE CERTIFICATE</b> (See "duplicate license" on reverse side.) |   |

**PRLS INFORMATION**

1. PRLS LICENSEE'S NAME (LIST AS SHOWN ON LICENSE CERTIFICATE.)	2. ID#
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3. NEW PERSONAL NAME

4. MAIN OFFICE ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

5. MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE)

6. DO YOU RESIDE IN CALIFORNIA?  
 YES  NO IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

7. FICTITIOUS BUSINESS NAME (CHECK EITHER ADD OR DELETE; ENTER DBA EXACTLY AS SHOWN ON FICTITIOUS BUSINESS NAME STATEMENT)

ADD  
 DELETE

ADD  
 DELETE

8. BUSINESS TELEPHONE NUMBER (INCLUDE AREA CODE)	9. BUSINESS CELL PHONE NUMBER (INCLUDE AREA CODE)
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10A. NAME OF NEW /EXISTING DESIGNATED AGENT (FOR LOCATION LISTED ON 10C) <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	(CHECK ONE) <input type="checkbox"/> RE 256 ON FILE <input type="checkbox"/> RE 256 ATTACHED	ID# — FOR DRE USE ONLY
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10B. NAME OF FORMER DESIGNATED AGENT	ID# — FOR DRE USE ONLY
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10C. DESIGNATED AGENT WILL SUPERVISE AT: (STREET ADDRESS, CITY, STATE, ZIP CODE)

11. SIGNATURE OF PRLS LICENSEE 	DATE
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**DRE USE ONLY**

BOND APPROVED	BOND NUMBER	CONTRACT APPROVED	ID#
EFFECTIVE DATE	EXPIRATION DATE	COPY TO CONTRACT REVIEWER	DATE MAILED
		PROCESSOR'S #	

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### **General Information**

- ❖ **This form is for individual Prepaid Rental Listing Service (PRLS) license changes only.**
- ❖ To make the appropriate license change, real estate salespersons should use the Salesperson Change Application (RE 214), real estate brokers should use the Broker Change Application (RE 204), and real estate officers should use the Corporation Change Application (RE 204A).
- ❖ Complete all requested information on the front of this form.
- ❖ Additional information, documents or fees may be required with certain changes; please read the following information, PRLS Licensing Information (RE 254), and Prepaid Rental Listing Service Fees (RE 260) before completing and submitting this form.
- ❖ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- ❖ If you electronically re-create this form to facilitate completion on a computer, please be advised that 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.

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### **Bond Information**

If you are changing your name or the main office address submit a rider to the existing bond showing the changes. (Refer to RE 254 for bond and/or rider information.)

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### **Contract Information**

If you are changing your name, the main office address, adding/deleting an additional location or adding/deleting a fictitious business name submit an amended contract for approval.

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### **Fictitious Business Name**

- Submit a certified (filed) copy of the Fictitious Business Name Statement as filed with the county clerk where the your principal place of business is located.
- Prior to filing your Fictitious Business Name Statement with the county, you may wish to contact a local DRE district office, or check our Web site at [www.dre.ca.gov](http://www.dre.ca.gov) to determine if the name is already in use.

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### **Change of Personal Name**

- Submit copies of court documents, marriage certificates, etc., to substantiate name changes.
- The name shown on the license certificate is the only name the you are authorized to use in PRLS activities.

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### **Duplicate PRLS License**

A fee is required for the following transactions (See form RE 260 for list of fees):

- To replace an existing or lost PRLS license certificate;
- To obtain an updated PRLS license certificate following a change of main office or mailing address.

*A PRLS license certificate is automatically generated for the following transactions without a duplicate PRLS license fee:*

- Requests for personal name change.

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### **Mailing Information**

Submit this form and other appropriate documents (rider to bond, FBNS, court documents, etc.) to the following address:

Mail To: Department of Real Estate  
651 Bannon Street, STE 504  
Attn. PRLS Unit  
Sacramento, CA 95811

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