



Department of Commerce

Division of Real Estate & Professional Licensing
77 South High Street, 20th Floor
Columbus, Ohio 43215-6133

Please visit our website at www.com.ohio.gov/real

614 | 466-4100

Fax: 614 | 644-0584

TTY/TDD: 800 | 750-0750

John R. Kasich, Governor

Jacqueline T. Williams, Director

Anne M. Petit, Superintendent

REAL ESTATE

CHANGE OF BUSINESS ADDRESS

Per Ohio Revised Code 4735.13(D), in case of any change of business location, a principal broker shall give notice to the superintendent, on a form prescribed by the superintendent, within thirty days after the change of location, whereupon the superintendent shall issue new licenses for the unexpired period without charge. If a broker changes a business location without giving the required notice and without receiving new licenses that action is prima-facie evidence of misconduct under division (A)(6) of Section 4735.18.

This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed legibly in black ink.

- The company/broker original license must be returned with this application in order for the request to be processed.
- Incomplete or incorrect applications will be returned for correction.

Check this box if you do not have the original company/brokerage license to return and enclose a \$25 fee to process this request without the license.

APPLICANT FILE NUMBER	BUSINESS ENTITY NAME		BUSINESS DBA NAME	
COMPANY FILE NUMBER				
OLD BUSINESS ADDRESS	OLD STREET ADDRESS			
	CITY	COUNTY	STATE	ZIP CODE
NEW BUSINESS ADDRESS	NEW STREET ADDRESS (This Cannot Be a PO Box)			BUSINESS PHONE
	CITY	COUNTY	STATE	ZIP CODE
Name of applicant or principal broker authorized to submit this change. (type or print)		Signature of applicant or principal broker authorized to submit this change.		Date

****This application cannot be processed without the return of the original license or the \$25 lost license fee to replace the license****