

## PRLS INDIVIDUAL RENEWAL APPLICATION

RE 261 (Rev. 1/16)

**Read instructions on page 2 and on RE 254 before completing this application.**

**Type of Change** [Check appropriate box(es).]

- |   |  |
|---|--|
| <input type="checkbox"/> Change of Licensee's Personal Name | <input type="checkbox"/> Add/Renew/Delete Fictitious Business Name |
| <input type="checkbox"/> Change of Main Office Address      | <input type="checkbox"/> Change of Designated Agent                |
| <input type="checkbox"/> Change Mailing Address             |  |

**PRLS INDIVIDUAL INFORMATION**

1. LICENSEE'S NAME (LIST AS SHOWN ON LICENSE CERTIFICATE.)	2. ID#
3. <b>NEW</b> PERSONAL NAME (LEAVE BLANK, IF NO CHANGE.)	4. CURRENT EXPIRATION DATE
5. MAIN OFFICE ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)	
6. MAILING ADDRESS (STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE)	
7. DO YOU RESIDE IN CALIFORNIA? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH CalBRE.	
8. FICTITIOUS BUSINESS NAME (CHECK EITHER ADD, RENEW OR DELETE; ENTER DBA EXACTLY AS SHOWN ON FICTITIOUS BUSINESS NAME STATEMENT) <input type="checkbox"/> ADD <input type="checkbox"/> RENEW <input type="checkbox"/> DELETE  <input type="checkbox"/> ADD <input type="checkbox"/> RENEW <input type="checkbox"/> DELETE	
9. BUSINESS TELEPHONE NUMBER	10. BUSINESS CELL PHONE NUMBER
11A. NAME OF <i>NEW/EXISTING</i> DESIGNATED AGENT FOR MAIN OFFICE LOCATION <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING	(CHECK ONE) <input type="checkbox"/> RE 256 ON FILE <input type="checkbox"/> RE 256 ATTACHED
11B. NAME OF <i>FORMER</i> DESIGNATED AGENT, IF CHANGING	
ID# — FOR CalBRE USE ONLY	

**CERTIFICATION**

*I certify under penalty of perjury that the information given in this application is true and correct and that I will not violate any provisions of the California Real Estate Law.*

*I understand that the Bureau of Real Estate cannot refund the fees submitted with this application if I fail to qualify for license for any reason or withdraw this application.*

12. SIGNATURE OF PRLS LICENSEE	DATE
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**CalBRE USE ONLY**

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

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### **General Information**

***This form is for PRLS individual license renewals only.***

- ◆ 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 and RE 254 before submitting this form.
- ◆ File for renewal prior (*not more than 60 days*) to the expiration date. Applicants who file prior to their expiration date should receive their license on or after their expiration date.
- ◆ 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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### **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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### **Fictitious Business Name Additions**

- ◆ 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 CalBRE district office, or check our Web site (<http://www.calbre.ca.gov>) to determine if the name is already in use.

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### **Renewal Fees**

- \$125**      Renewal fee
- \$50**        For *each* additional location, if any

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### **Mailing Information**

Submit the following documents before your expiration date:

- ◆ Renewal application
- ◆ Proper renewal fee
- ◆ Rider to bond, if appropriate submit
- ◆ Additional Location Application (RE 274) and fee, if appropriate

***Make check or money order payable to:***  
Bureau of Real Estate

***Mail To:***

Bureau of Real Estate  
P.O. Box 137002  
Sacramento, CA 95813-7002