



Before an office change can be made your salesperson license must show with the new broker on BRE. If you are a licensed Broker working under another Broker, your license must show the new office address in the “Main Office” address field with the Bureau of Real Estate.

The following list includes forms and instructions to complete your office change.

1. [BRE: Salesperson/Broker Change of Office](#) – Processed online using eLicensing
2. [MLS: Office Change Form](#) – Processed online on the MLSListings, Inc. website
3. **MCAAR: Office Change Form – Email this form to tina@mcar.com**
4. [zipForms: Update office information](#) – Processed within zipForms account

NEW OFFICE INFORMATION

Office Name

Broker Code

Office Address

City, State, Zip Code

Office Phone

Broker / Manager

Previous Office Name

Broker Code

CONTACT INFORMATION

Agent Name

BRE #

Cell Phone

Email

Home Phone

Website

Home Address

City, State, Zip Code

Agent Signature

New Broker / Manager Signature

Date

Date