

# BRANCH OFFICE APPLICATION

RE 203 (Rev. 6/09)

DRE RECEIVED DATE

**LICENSE TYPE — Check one only**

- INDIVIDUAL BROKER LICENSE  
 (Complete items 1 & 3-5.)
- CORPORATION OFFICER LICENSE  
 (Complete items 2-5.)

✓ *Read instructions on reverse side before completing.*

✓ *Type or print clearly in blue or black ink.*

EFF. DATE (FOR DRE USE ONLY)

1. BROKER ID NO.	INDIVIDUAL BROKER NAME — <b>DO NOT LIST DBAs OR TRACT NAMES</b>
2. CORPORATION ID NO.	CORPORATION NAME — <b>DO NOT LIST DBAs OR TRACT NAMES</b>

NAME OF LICENSED BROKER-OFFICER

3. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX	CHANGE OF MAILING ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY	STATE ZIP CODE
4. MAIN OFFICE ADDRESS — STREET ADDRESS	CHANGE OF MAIN ADDRESS? <input type="checkbox"/> YES <input type="checkbox"/> NO
CITY	STATE ZIP CODE

## BRANCH OFFICE(S)

CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL	A. BRANCH OFFICE ADDRESS – STREET ADDRESS ( <i>DO NOT LIST DBAs OR TRACT NAMES</i> )		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL	B. BRANCH OFFICE ADDRESS – STREET ADDRESS ( <i>DO NOT LIST DBAs OR TRACT NAMES</i> )		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL	C. BRANCH OFFICE ADDRESS – STREET ADDRESS ( <i>DO NOT LIST DBAs OR TRACT NAMES</i> )		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL	D. BRANCH OFFICE ADDRESS – STREET ADDRESS ( <i>DO NOT LIST DBAs OR TRACT NAMES</i> )		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE
CHECK ONE A <input type="checkbox"/> ADD D <input type="checkbox"/> CANCEL	E. BRANCH OFFICE ADDRESS – STREET ADDRESS ( <i>DO NOT LIST DBAs OR TRACT NAMES</i> )		
	2ND LINE OF ADDRESS, IF ANY		
	CITY	CA	ZIP CODE

5. ORIGINAL SIGNATURE OF INDIVIDUAL BROKER <b>OR</b> LICENSED BROKER-OFFICER »»»	DATE	BUSINESS PHONE NO. — <i>INCLUDE AREA CODE</i>
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DRE ONLY	PROCESSOR #	DATE PROCESSED	SENDER'S #	DATE SENT
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**General**

- ✓ **Individual Brokers** — Complete items #1 and 3–4 plus the appropriate number of branch office address blocks.
- ✓ **Corporations** — Complete items #2–4 plus the appropriate number of branch office address blocks.
- ✓ **Signature** — Line #5 must be signed by the broker or licensed broker-officer of the corporation.
- ✓ 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. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.
- ✓ A branch office license cannot be issued to a P.O. Box.
- ✓ Duplicate licenses — This form cannot be used to order a duplicate license. Use a Request for Duplicate License (RE 225).

**Add or Cancel License**

If you hold an individual broker license and a corporation officer license, indicate which license the add/cancel request should apply. If add/cancel requests are needed for both licenses, complete a separate RE 203 for each license.

- ✓ Branch office addresses cannot be changed. The old address must be canceled and the new one added.
- ✓ Check the add or cancel box for each address entered. If a street address is unavailable, indicate the physical location (i.e., the nearest intersection and the distance to it).

**Branch Offices and DBAs**

Branch office licenses and fictitious business names are not associated with each other except through the broker or corporation officer license. Once added to an individual broker license or corporation officer license, a fictitious business name may be used at any or all locations that are currently licensed to this individual broker or corporation.

**eLicensing**

**Use eLicensing for expedited processing of your application.** It's easy, paperless and interactive. Renewal information is posted immediately on DRE's public information.

Licensees can perform the following transactions using the eLicensing system at [www.dre.ca.gov](http://www.dre.ca.gov):

- Broker and salesperson renewals
- Duplicate license requests (broker, salesperson, officer and branch)
- Salesperson additions/changes of employing broker
- Broker discontinuation of salesperson employment
- Mailing address changes
- Broker main office address addition/changes
- Automated fee payment and processing

**Renewal Information**

- ✓ **On-Time** — Branch office licenses are automatically renewed when the license of the broker or designated officer of a corporation is renewed on an on-time basis. Complete this form to cancel any branch offices no longer in effect.
- ✓ **Late** — Branch office licenses are automatically canceled when the license of a broker or designated broker-officer of a corpo-

ration is renewed on a late basis. Complete this form to re-add branch offices.

**Mailing or Questions**

- ✓ Mail completed application to: Department of Real Estate, P.O. Box 187004, Sacramento, CA 95818-7004
- ✓ 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 routinely cause delays or require the Branch Office Application to be returned:

- ✓ The branch office address being requested:
  - Is the same as the current main office address on record with DRE;\*
  - Is incomplete (zip codes are required for all branch office licenses);
  - Is not a California address;
  - Does not indicate a street address or physical location (i.e., the nearest intersection and distance to it)
- ✓ 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 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 fax or photocopy).

\*The current main, mailing, branch addresses, etc., may be verified on the Internet by selecting "License Status" from the DRE home page. Our Web address is [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 2201 Broadway Sacramento, CA 95818	Managing Deputy Comm. IV Licensing, Exam., & Education Telephone: 877-373-4542
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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 Section 30, Chapter 1361, Section 1, requires 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. Providing your social security number on this application is optional, but can assist DRE in correcting any future social security number discrepancies. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

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 Regulatory Section, 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 Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).