

**APPLICATION FOR COMPANY NAME CHANGE
OR APPLYING FOR A REGISTERED TRADE NAME**

No Fee Required

FOR OFFICE USE ONLY	
PMD:	FEE:
PI:	DD:
EDI:	QCI:
CODES:	FI:

Georgia Real Estate Commission
 Suite 1000 - International Tower
 229 Peachtree Street N. E.
 Atlanta, Georgia 30303-1605
 Telephone Number - (404) 656-3916
 Fax Number - (404) 656-6650
 EMAIL Address - grecmil@grec.state.ga.us
 Website Address - www.grec.state.ga.us

*** Incomplete applications will be returned unprocessed and will be charged \$25.00**

NOTE: If you are changing the type of firm (Sole Proprietorship to Corporation, Corporation to Partnership, etc.), you cannot utilize this application - you must contact the Georgia Real Estate Commission for the appropriate application, for example: Change Application, Closing Company Application, and Opening a New Firm Application.

*****PLEASE PRINT ALL INFORMATION*****

SECTION I. – Current Firm Name as registered with the Commission

Firm's License Number	H-
Current Firm Name:	
which is doing business in the following registered trade name:	

Check all that apply:

- Change Firm Name To: _____
- Change Registered Trade Name To: _____
- Add a Registered Trade Name: _____
- Retain Current Registered Trade Name but add additional Registered Trade names
 Add: _____
- Remove Registered Trade Names
 Remove: _____
 Remove: _____
 Remove: _____

Firm's Location Address (Required)							
City		State		Zip Code		County	
Firm's Mailing Address (if different)							
City		State		Zip Code		County	
Telephone Number							
Alternate Telephone Number circle one: pager / cell phone							
Broker's Name				Broker's License Number			

COMPANY NAME CHANGE

GEORGIA REAL ESTATE COMMISSION

SECTION II. – QUESTIONS *Answer only the question below that pertains to your type of firm.*

A) SOLE PROPRIETORSHIP

Have you attached, as required, a copy of your trade name registration? **Yes** ____ **No** ____

(If the firm name does not include the full (first and last) name of the broker, register the firm name with the Clerk of the Superior Court in each county in which it will do business; and attach a certified copy or copies to this application. Trade names must be registered with the Clerk of the Superior Court in each county in which you plan to operate.)

B) PARTNERSHIP

Have you attached, as required, a copy of your trade name registration? **Yes** ____ **No** ____

(See Sole Proprietorship above.) If the name doesn't include the full name of all partners, the trade name registration must show all the partners are registered to do business as.

C) LIMITED LIABILITY COMPANY

Have you attached, as required, a copy of your amended certificate of organization? **Yes** ____ **No** ____

(1) The certificate of organization must be amended through the Secretary of State's Corporations Division. Changing a LLC name requires amending the certificate of organization. If the LLC name will not change, but the LLC will use a trade name (for example, a franchised trade name), then the LLC must attach a copy of the trade name registration as cited in the instructions for Sole Proprietorship above. The trade name registration must show the LLC is doing business as (not the owner or broker.); (2) a certificate of authority to act in Georgia as issued by the Corporation Division of the Secretary of the State's office (ONLY if a nonresident organization).

D) CORPORATION

Have you attached, as required, a copy of your amended certificate of incorporation? **Yes** ____ **No** ____

(1) The corporate charter must be amended through the Secretary of State's Corporations Division. Changing a corporate name requires amending the charter. If the corporate name will not change, but the corporation will use a trade name (for example, a franchised trade name), then the corporation must attach a copy of the trade name registration as cited in the instructions for Sole Proprietorship above. The trade name registration must show the corporation is doing business as (not the owner or broker.); (2) a certificate of authority to act in Georgia as issued by the Corporation Division of the Secretary of the State's office (ONLY if a nonresident corporation).

SECTION III. – TRUST ACCOUNTS

The firm must have its trust account(s) listed with the bank in the same name in which the Commission issues its license. List all trust accounts by number and the name and address of the bank or banks in which they are opened.

Account Number	Bank Name

SECTION IV. – FIDELITY BOND OR INSURANCE COVERAGE (Firms providing community association management services that collect, maintain, control, have access to, or disburse association funds in excess of \$60,000.00, must be covered at all times under a fidelity bond or insurance policy that complies with Rule 520-1.41).

Bond or Policy Number	Insurance Company

SECTION V. – STATEMENT OF BROKER

I, the undersigned broker, do hereby certify that the trust account or accounts required by the Official Code of Georgia Annotated § 43-40-20 is maintained as set out above in Section III, that such account or accounts may be inspected by an authorized representative of the Georgia Real Estate Commission, and that all the information given in this application is true to the best of my knowledge and belief.

Broker's Signature		Date	
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ATTACHMENTS:

1. Your firm's original wall certificate of licensure.
2. Any documents required in Section II. above.