

APPLICATION FOR REGISTRATION: REAL ESTATE BRANCH OFFICE

Access this form via website at: www.hawaii.gov/hirec

Name of Applicant (First, Middle, Last or Name of Corporation/Partnership/LLC/LLP) - AS IT APPEARS ON LICENSE:		FOR OFFICE USE	Effective Date	Registration No. RBO -
Address of Branch Office (Include street address, suite no., city, state and zip code):				
Branch Office Mailing Address, if different from above (Include apt. no. and zip code):				
License No.:	Telephone No. of Principal Place of Business:			
RB-	Telephone No. of Branch Office:			

INSTRUCTIONS

Branch office registration applies only to offices located on an island different from the island on which the principal place of business is located. Only one (1) branch office is required to be registered per island. Additional offices located on the same island as a principal place of business or registered branch office may be operated without registration.

1. Fill in all requested information. The application will not be processed if incomplete. Name of applicant must be exactly as licensed.
2. **Each branch office shall have at least one (1) broker in charge.** Submit a *Change Form* to register a broker in charge for the brokerage firm if the principal broker has not already designated a broker in charge. No change form fee is required if submitted with Application for Registration: Real Estate Branch Office.
3. The principal broker shall certify that the information provided is true and correct by signing below.
4. If registering in an odd-numbered year, pay\$255
 (Nonrefundable application fee - \$25 + Registration fee - \$25 + Education Fund fee - \$40 +
 Recovery Fund fee - \$50 + ½ Renewal fee - \$25 + CRF - \$90)

 If registering in an even-numbered year, pay.....\$185
 (Nonrefundable application fee - \$25 + Registration fee - \$25 + Education Fund fee - \$40 +
 Recovery Fund fee - \$50 + CRF - \$45)

Attach check payable to "Commerce and Consumer Affairs". A \$25.00 service charge shall be assessed for payments that are dishonored for any reason.
5. Mail application to Real Estate Commission, PVL Licensing Branch, DCCA, P.O. Box 3469, Honolulu, HI 96801, or deliver to PVL Licensing Branch, 335 Merchant Street, Room 301, Honolulu.

CERTIFICATION

I have read and understand the instructions, the laws and rules relating to real estate licenses, and have submitted all required documents and fees.

I understand that it is my responsibility to read the instructions thoroughly and to file a complete application, including required documents and fees. I hereby certify that the statements and answers on this application and accompanying documents are true and correct. I hereby certify that the place of business is in compliance with Chapter 467, Hawaii Revised Statutes, and Chapter 99, Hawaii Administrative Rules. I understand that any false or untrue statement or material misstatement of fact shall constitute grounds for refusal or subsequent revocation of license and is a misdemeanor under Hawaii law. (Sections 467-20, 436-19, and 710-1017, HRS).

Signature of Principal Broker	RB-	Date
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This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

REC-09 1007R

App	580	\$25
Reg	581	\$25
EF	905	\$40
RF	904	\$50
CRF ..	583	\$45/90
½ Ren	570	\$25
Service Charge	BCF	\$25

CHANGE FORM - REAL ESTATE

Access this form via website at: www.hawaii.gov/hirec

Mail to: REAL ESTATE COMMISSION
 DCCA, PVL Licensing Branch
 P.O. Box 3469
 Honolulu, HI 96801
or

Submit **ORIGINALS** only - FAX and PHOTOCOPIES will not be accepted.
 Use a typewriter or print LEGIBLY. (BLACK INK ONLY)
 Read the instructions on the reverse side.

Deliver to: 335 Merchant St., Room 301
 Honolulu, HI 96813

Legal Name of Individual:

License Name (Individual's First, Middle, LAST, or Entity)	License Number	Other Registrations
Residence Location Address, if individual & sole proprietor: (NO P.O. BOX)	RB-	CMA-
Business Address only if entity: (NO P.O. BOX)	RS-	CHO-
Mailing Address:		Phone No. (days)

INDICATE CHANGE BEING REPORTED: NO change will be recorded unless appropriate box(es) is/are checked.

Change RESIDENCE LOCATION ADDRESS to address above. *Signature of licensee required.*

Change MAILING ADDRESS. *Completion of "Residence Address" and signature of licensee required.*

CHANGE BROKER. *See instructions on the reverse.*

PLACE LICENSE INACTIVE. *See instructions on the reverse.*

REACTIVATE license. *See instructions on the reverse.*
Entity/Branch Office: Signing below certifies that the business address is in compliance with Chapter 467, HRS, and Chapter 99, HAR.
 Fee: \$75 for entity/branch office
 \$25 for salesperson and broker-salesperson.

Change to SOLE PROPRIETOR. *See instructions on the reverse.*
 You must file an "Application for License: Real Estate Sole Proprietor".

Change of/to PRINCIPAL BROKER. *See instructions on the reverse.* Fee: \$10

Change to Add or Release BROKER IN CHARGE. *See instructions on the reverse.* Fee: \$10
 Change from broker-salesperson to broker in charge.
 Change from broker in charge to broker-salesperson.

Request DUPLICATE LICENSE. *Circle type of license being requested.*
 Pocket License Wall Certificate
 Fee: \$10 for each license or certificate.

Temporary Principal Broker or Broker in Charge Assignment. *See instructions on the reverse.*
 Complete period covered
 From To

Signature of Appointing Broker (complete Part 2A) **SIGNATURE OF LICENSEE** **DATE**

Signature of Temporary Broker Acknowledging Assignment (complete Part 2B)

Change BUSINESS ADDRESS of principal place of business or branch office. Signing below certifies that the new business address is in compliance with Chapter 467, HRS, and Chapter 99, HAR. Fee: \$10
 Is this a home occupation office: YES NO
 New business address:
 Phone Number:

Surrender license (individual, entity, or branch office). Signature of licensee required. *See instructions on the reverse.*

Change, Add or Delete TRADE NAME (entity only, includes sole proprietor). Fee: \$10
 From:
 To:
 Delete:
 Submit a copy of the "Application for Registration of Trade Name" that has been filed-stamped by the Business Registration Division, Commerce and Consumer Affairs.

Change legal NAME OF ENTITY or INDIVIDUAL. *Attach old wall certificate and copy of legal document showing name change (Entity: Filed-stamped copy of "Certificate of Amendment" filed with the Business Registration Division, Commerce & Consumer Affairs. Individual: Marriage certificate, divorce decree, etc.).* Fee: \$10
 Change to:

Change of license name of individual. Fee: \$10
 Change to:

PART 1. For Licensee to complete

PART 2 For Releasing and/or New Broker to Complete	PART 2A. Releasing Broker	DATE RELEASED	SIGNATURE of Releasing Broker (<i>Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office where licensee was registered</i>). Please <u>print</u> your name after your signature.	License No. of Broker RB-
		NAME & FULL BUSINESS ADDRESS of Releasing Entity or Branch Office (<i>Number, Street, Suite No., City, State and Zip Code</i>)		
	PART 2B. New Broker	DATE HIRED	SIGNATURE of New Broker (<i>Principal Broker, Sole Proprietor Broker or Broker in Charge of branch office where licensee will be registered</i>). Please <u>print</u> your name after your signature.	License No. of Broker RB-
		NAME & FULL BUSINESS ADDRESS of New Entity or Branch Office (<i>Trade Name, Number, Street, Suite No., City, State and Zip Code</i>)		

CHANGE FORM INSTRUCTIONS

1. Complete Part 1 of the form and check the appropriate box(es) for the change being requested. **INCOMPLETE FORMS WILL NOT BE ACCEPTED.**
2. Where supporting documents are required, **submit ORIGINALS only**, unless otherwise stated.
3. When a fee is required, the amount is indicated. Make checks payable to "Commerce and Consumer Affairs." A \$25 service charge will be assessed for payments that are dishonored for any reason, and the requested change will not be processed. If no fee is indicated, there is no fee for that change.
4. Obtain the appropriate signatures as indicated. Mail the form to REAL ESTATE COMMISSION; DCCA, PVL Licensing Branch; P.O. Box 3469; Honolulu, HI 96801 or deliver to 335 Merchant St., Room 301; Honolulu, HI 96813.
5. The effective date of a change will be as indicated on the form. You must submit changes within 10 days of the change as required by Rule 16-99-5. Failure to comply may result in disciplinary action.

Additional information on specific changes is provided below:

Change Broker: Mark this box if the licensee is changing to a different broker immediately. Licensee must complete Part 1. Licensee's signature is required. If the licensee is currently affiliated with a broker, the former broker must complete Part 2A. The new principal broker or broker in charge must complete Part 2B.

Place License Inactive: Releasing principal broker or broker in charge must complete Part 2A and licensee's signature is required in Part 1. If releasing licensee and unable to obtain licensee's signature, Rule 16-99-5.1(c) requires the broker to provide the licensee written notification.

Reactivate License/Registration:

Salesperson/Broker-Salesperson: Licensee must complete Part 1 and licensee's signature is required. New principal broker or broker in charge completes and signs Part 2B. Attach original continuing education certificates (CEs) if your license has not been active during current license biennium. If you are a new salesperson within the current biennium, CEs are not required. A \$25 reactivation fee is required.

Entity: The name of the entity appears in Part 1, License Name. Principal broker's signature is required. Attach a current "Certificate of Good Standing" obtained from the Business Registration Division of the Department of Commerce and Consumer Affairs, entity resolution (sample available from Licensing Branch, or via website at www.hawaii.gov/hirec), and separate change form for the new principal broker and broker in charge(s) (if applicable), and all associating salespersons and broker-salespersons. If using a trade name, attach a file-stamped copy of current trade name registration approved by the Business Registration Division. A \$75 reactivation fee is required.

Branch Office: The name of the entity appears in Part 1, License Name. Principal broker's signature is required. Each branch office shall have at least one (1) broker in charge. Submit a change form to register a broker in charge for the brokerage firm if the principal broker has not already designated a broker in charge. A \$75 reactivation fee is required.

Sole Proprietor: Complete "Application for License: Real Estate Sole Proprietor" and follow the instructions on that form.

Change to Sole Proprietor: If currently affiliated with a broker, the releasing broker must complete Part 2A and licensee must complete Part 1 and Part 2B. If currently inactive, complete Part 1 and Part 2B. **In addition**, complete "Application for License: Real Estate Sole Proprietor" (available at Licensing Branch, or via website at www.hawaii.gov/hirec). If using a trade name, attach a file-stamped copy of current trade name registration approved by the Business Registration Division of the Department of Commerce and Consumer Affairs. A \$40 fee is required.

Change Principal Broker: Check this box if the entity is changing its principal broker. This transaction requires change forms for each of the following: entity, new principal broker, and former principal broker as explained below. Only one (1) fee of \$10 is required for this transaction.

Corporate/Partnership/LLC/LLP: The License Name in Part 1 is the name of the entity. The former principal broker must complete Part 2A. The new principal broker must complete Part 2B. Attach an entity resolution. Sample of an entity resolution is available from Licensing Branch, or via website at www.hawaii.gov/hirec.

New Principal Broker: Principal broker's name appears at the top in Part 1, License Name. If previously affiliated with a brokerage firm, have your former principal broker complete Part 2A and new principal broker complete Part 2B. Licensee's signature is required.

Former Principal Broker: His or her name appears at the top in Part 1, License Name. If going to another firm, mark the "Change Broker" box and complete Part 2A and your new principal broker or broker in charge completes Part 2B. If going inactive, follow instructions to place license inactive. If this change form is not received, licensee will be automatically changed to broker-salesperson status with the same company.

Change Broker In Charge:

New broker in charge: Broker in charge's name appears in Part 1, License Name. If previously affiliated with another brokerage firm, have your former principal broker complete Part 2A. Have your new principal broker complete Part 2B. If a broker-salesperson currently affiliated with the brokerage firm, also mark "Change from broker-salesperson to broker in charge" box, and have the principal broker complete Parts 2A and 2B. If inactive, also mark the "Reactivate" box and follow the instructions to reactivate license. Licensee's signature is required. A \$10 change broker in charge fee is required.

Former broker in charge: His or her name appears in Part 1, License Name. If going to another firm, mark the "Change Broker" box and have the former principal broker complete Part 2A. Have your new principal broker complete Part 2B. If changing to a broker-salesperson within the brokerage firm, also mark "Change from broker in charge to broker-salesperson" box, and have the principal broker complete Parts 2A and 2B. Licensee's signature is required. If going inactive, follow instructions to place license inactive.

Appointing a Temporary Principal Broker or Broker In Charge: The name of the entity appears in Part 1, License Name. Complete Part 2A for appointing broker's signature and complete Part 2B for temporary broker's signature. Submit notification BEFORE the start of the period covered. A principal broker or broker in charge absent from the principal place of business for more than 30 calendar days, and no other broker in charge is registered with the principal place of business, must designate a temporary principal broker or temporary broker in charge. A temporary appointment may be made for up to 6 months, with an extension of 6 months subject to Commission approval. In case of death or prolonged illness, submit doctor's statement documenting illness or death certificate, whichever is appropriate.

Surrender of License: A licensee who has no pending complaints, investigations, disciplinary petitions filed against the licensee or disciplinary hearings may surrender the license. Attach wall certificate and pocket license. Once license is surrendered, the person who desires to engage in real estate activity in the future must meet all requirements as a new applicant.