

INDIVIDUAL RENEWAL APPLICATION (PRLS)

RE 261 (Rev. 6/02)

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. NEW 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 DRE.	
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 <hr/> <input type="checkbox"/> ADD <input type="checkbox"/> RENEW <input type="checkbox"/> DELETE	
9. BUSINESS TELEPHONE NUMBER	10. RESIDENCE TELEPHONE 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 DRE 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 Department 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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FOR DRE USE ONLY

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

General Information

This form is for 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.
- ◆ Effective August 1, 1998, all prepaid rental listing service licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.

If you have submitted proof of citizenship or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

- ◆ 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.

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.)

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.

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.

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

Renewal Fees

\$100	Renewal fee
\$25	For <i>each</i> additional location, if any

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:

DEPARTMENT OF REAL ESTATE

Mail To:

Department of Real Estate
P.O. Box 187000
Sacramento, CA 95818-7000

Notice of Appeal Process

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.