

# LICENSEE FILE CD REQUEST

RE 775 (Rev. 7/02) [Stats updated 11/06]

Please read all instructions on page 3 before completing this form.

| SHIPPING INFORMATION        |                              |                          |
|-----------------------------|------------------------------|--------------------------|
| SHIP TO:                    | JOB # - FOR OFFICE USE ONLY  |                          |
| ATTN:                       | DATE SHIPPED                 |                          |
| 1ST LINE OF ADDRESS         | SUBSCRIPTION EXPIRATION DATE |                          |
| 2ND LINE OF ADDRESS, IF ANY |                              |                          |
| CITY                        | STATE                        | ZIP CODE                 |
| CONTACT PERSON              |                              | PHONE NUMBER<br>(      ) |

|  |  |                                |                                     |
|--|--|--------------------------------|-------------------------------------|
| <p style="text-align: center;"><b>Requestor Certification</b></p> <p>I (requestor) hereby certify that I have read and understand the information on page 3 and I understand that the fees are not refundable or transferrable.</p> <p>»</p> | <p>SIGNATURE OF REQUESTOR _____</p> <p style="text-align: right;">DATE _____</p> |                                |                                     |
| <p>TO PURCHASE FILE BY CREDIT CARD, COMPLETE THE FOLLOWING:</p>  |  |                                |                                     |
| METHOD OF PAYMENT<br><input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD   | ACCOUNT NUMBER<br>   | EXPIRATION DATE OF CARD<br>/ / | AMOUNT AUTHORIZED<br>\$ _____       |
| SIGNATURE OF CARDHOLDER<br>»   |  | DATE<br>/ /                    | APPROVAL # — DRE USE ONLY<br>_____  |
| PRINTED NAME OF CARDHOLDER   |  | TELEPHONE NUMBER<br>(      )   | REFERENCE # — DRE USE ONLY<br>_____ |

## FILE INFORMATION

**NOTE:** NONE OF THE LICENSEE LIST FILES ARE IN A "LABEL-READY" FORMAT. IT WILL BE THE PURCHASER'S RESPONSIBILITY TO IMPORT AND PROCESS THE DATA USING A SOFTWARE PRODUCT OF THE PURCHASER'S CHOICE. DEPARTMENT OF REAL ESTATE STAFF WILL NOT BE AVAILABLE TO OFFER ASSISTANCE IN HELPING THE PURCHASER IMPORT OR PROCESS THE FILES.0

SELECT ONE FILE TYPE

1. ALL STATE CD—MAILING LIST FILE .....  SINGLE MONTH PURCHASE (\$50) OR  12-MONTH SUBSCRIPTION (\$550)

2. ALL STATE CD—CURRENT LICENSEES FILE.....  SINGLE MONTH PURCHASE (\$50) OR  12-MONTH SUBSCRIPTION (\$550)

3. FILE OF SELECTED LICENSEES ON CD (\$25) — COMPLETE 3A, 3B, AND 3C.

|   |  |
|---|--|
| <p><b>3A. LICENSE TYPE (check one or more)</b></p> <p><input type="checkbox"/> SALESPERSON      <input type="checkbox"/> CORPORATION<br/> <input type="checkbox"/> BROKER              <input type="checkbox"/> OFFICER</p> | <p><b>3B. SIZE LIMITATIONS (check one or more)</b></p> <p><input type="checkbox"/> ALL NAMES<br/>                 OR<br/> <input type="checkbox"/> LIMIT TO _____ NAMES<br/> <input type="checkbox"/> SELECT EVERY _____ NAME (10th, 20th)</p> |
|---|--|

**3C. INDICATE THE TYPE OF SELECTED LICENSEE LIST BELOW (Only one type of list may be ordered per request form)**

|   |   |
|---|---|
| <p><input type="checkbox"/> <b>NEW LICENSEES ONLY</b> (Indicate beginning and ending dates. Beginning date must be within last four years)</p> <p>BEGINNING DT.   MM/DD/YYYY</p> <p>ENDING DATE   MM/DD/YYYY</p> <p>AREA DESIGNATION FOR "NEW" LIST (choose one only)</p> <p><input type="checkbox"/> SPECIFIC ZIP CODES      <input type="checkbox"/> SPECIFIC COUNTIES<br/> <input type="checkbox"/> ALL MAILING ADDRESSES<br/> <input type="checkbox"/> ALL CALIF. MAILING ADDRESSES<br/> <input type="checkbox"/> ADDRESSES OUTSIDE CALIFORNIA (IN USA)<br/> <input type="checkbox"/> ADDRESSES OUTSIDE USA</p> | <p><input type="checkbox"/> <b>EXISTING LICENSEES</b> (includes new licensees)</p> <p>AREA DESIGNATION FOR "EXISTING" LIST (choose one only)</p> <p><input type="checkbox"/> SPECIFIC ZIP CODES * — 45 ZIPS OR ZIP RANGES LIMIT<br/> <input type="checkbox"/> SPECIFIC COUNTIES * — 25 COUNTY LIMIT<br/> <input type="checkbox"/> ADDRESSES OUTSIDE CALIFORNIA (IN USA)<br/> <input type="checkbox"/> ADDRESSES OUTSIDE USA</p> <p>* Enter specific zip codes or specific counties on page 2.</p> |
|---|---|



The California Department of Real Estate (DRE) offers non-confidential licensee information on CD-ROM. Each CD-ROM contains a copy of the licensee file in the following four formats which can be imported into most database programs:

- Tab delimited
- Comma delimited
- DBF (can be opened with several commonly used database application software products such as Microsoft FoxPro, Microsoft Access, Borland dBase (version 3 and greater), and Computer Associates Clipper).
- Fixed length (302 characters per record)

**Note:** None of the licensee list files are in a “label-ready” format. It will be the *purchaser’s responsibility* to import and process the data using a software product of the *purchaser’s choice*. Department of Real Estate staff will not be available to offer assistance in helping the purchaser import or process the files.

Some software applications have limitations as to the number of records that can be loaded. Check with your software manufacturer for any limitations it may have. Refer to the attached *Approximate Number of Licensees*.

Refer to the attached RE 776 for the record layout.

### 1. All State CD—Mailing List File

This file contains the names, mailing addresses, and other license information of *current* licensees. The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers; and the designated officer’s ID for corporations. The file does not include:

- Licensees who have requested to be excluded from mailing lists, and
- Records with unreliable mailing addresses.

This file may be purchased monthly or as a 12-month subscription.

- The monthly purchase charge is \$50, payable in advance.
- The 12-month subscription is \$550 for a contiguous 12-month period, payable in advance.

### 2. All State CD—Current Licensees FILE

This file contains the names, mailing addresses, and other license information of *current* licensees. The file *includes* licensees who are known to have unreliable mailing addresses. Also included are the names and license information (but not the addresses) of licensees who have requested to be excluded from lists that are used for mass mailing purposes. An indicator in the record will distinguish if the address is included and if it is unreliable. In addition, there will be multiple records for brokers that hold more than one real estate license (individual broker/corporation officer license). The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers; and the

designated officer’s ID for corporations.

The cost for this file is the same as for the “All State CD—Mailing List File” and may be purchased monthly or as a 12-month subscription.

### 3. File of Selected Licensees

This file is offered with a choice of either *existing licensees* or *new licensees*. Both files include the names, mailing addresses, and other license information of current licensees. The file also contains the employing broker’s ID, if applicable, for salespersons, the corporation ID for officers, and the designated officer’s ID for corporations. The file does not include:

- Licensees who have requested to be excluded from mailing lists, and
- Records with unreliable mailing addresses.

**Existing Licensees** – This file contains the above information of current licensees, including new licensees.

**New Licensees** – This file contains the above information of original licensees issued during a specific period.

Within each file, the choice of licensees may be limited to selected license types and/or either selected counties or selected zip codes. Refer to the attached *Approximate Number of Licensees per County* document to *estimate* the volume of names you are ordering.

The cost for either of these files is \$25, payable in advance.

### Sort Order of Files

If specific *zip codes* are requested, the file will be in zip code order (sorted to first five digits only) and then ID# order within zip codes.

If specific *county codes* are requested, the file will be in county code order and then ID# order within county codes.

All other files will be in ID# order.

### General Information

- Only one type of file may be ordered per request form. Please use additional forms as necessary.
- Please type or print clearly.
- Fees may be charged (VISA or MasterCard) or paid with a personal check or money order. Make check/money order payable to: Department of Real Estate.
- Please mail the completed form and appropriate fee to:  
Department of Real Estate  
P.O. Box 187006  
Sacramento, CA 95818-7006
- All costs, including mailing charges, are included in the fee.
- **Fees are not refundable or transferrable.** Requests received without the proper fee will be returned to the sender.

**APPROXIMATE NUMBER OF LICENSEES PER COUNTY  
AVAILABLE FOR LIST SELECTION [AS OF: 11/20/06]**

| <i>County</i>      | <i>County Code</i> | <i>Salesperson</i> | <i>Brokers</i> | <i>Officers</i> | <i>Corporations</i> | <i>Total</i>   |
|--------------------|--------------------|--------------------|----------------|-----------------|---------------------|----------------|
| Alameda            | 01                 | 8645               | 2423           | 539             | 599                 | 12206          |
| Alpine             | 02                 | 1                  | 0              | 1               | 0                   | 2              |
| Amador             | 03                 | 172                | 55             | 6               | 12                  | 245            |
| Butte              | 04                 | 777                | 286            | 34              | 34                  | 1131           |
| Calaveras          | 05                 | 347                | 106            | 12              | 11                  | 476            |
| Colusa             | 06                 | 51                 | 6              | 1               | 2                   | 60             |
| Contra Costa       | 07                 | 7755               | 2170           | 493             | 527                 | 10945          |
| Del Norte          | 08                 | 46                 | 27             | 1               | 3                   | 77             |
| El Dorado          | 09                 | 1011               | 300            | 40              | 47                  | 1398           |
| Fresno             | 10                 | 2886               | 862            | 208             | 212                 | 4168           |
| Glenn              | 11                 | 61                 | 24             | 4               | 3                   | 92             |
| Humboldt           | 12                 | 300                | 133            | 9               | 17                  | 459            |
| Imperial           | 13                 | 289                | 54             | 13              | 14                  | 370            |
| Inyo               | 14                 | 44                 | 27             | 3               | 2                   | 76             |
| Kern               | 15                 | 2657               | 550            | 123             | 140                 | 3470           |
| Kings              | 16                 | 215                | 55             | 8               | 7                   | 285            |
| Lake               | 17                 | 360                | 95             | 11              | 11                  | 477            |
| Lassen             | 18                 | 75                 | 32             | 2               | 1                   | 110            |
| Los Angeles        | 19                 | 55283              | 15294          | 4048            | 4941                | 79566          |
| Madera             | 20                 | 526                | 150            | 25              | 26                  | 727            |
| Marin              | 21                 | 1542               | 731            | 119             | 134                 | 2526           |
| Mariposa           | 22                 | 80                 | 24             | 4               | 4                   | 112            |
| Mendocino          | 23                 | 279                | 131            | 17              | 17                  | 444            |
| Merced             | 24                 | 771                | 119            | 25              | 28                  | 943            |
| Modoc              | 25                 | 30                 | 12             | 1               | 1                   | 44             |
| Mono               | 26                 | 111                | 45             | 10              | 14                  | 180            |
| Monterey           | 27                 | 1573               | 537            | 85              | 109                 | 2304           |
| Napa               | 28                 | 597                | 209            | 32              | 41                  | 870            |
| Nevada             | 29                 | 705                | 266            | 43              | 43                  | 1057           |
| Orange             | 30                 | 24981              | 7639           | 2212            | 2600                | 37452          |
| Placer             | 31                 | 3469               | 926            | 208             | 220                 | 4823           |
| Plumas             | 32                 | 123                | 38             | 9               | 8                   | 178            |
| Riverside          | 33                 | 15364              | 3043           | 717             | 808                 | 17932          |
| Sacramento         | 34                 | 224                | 2108           | 459             | 538                 | 12339          |
| San Benito         | 35                 | 144                | 51             | 13              | 16                  | 424            |
| San Bernardino     | 36                 | 9482               | 1923           | 544             | 655                 | 12604          |
| San Diego          | 37                 | 19483              | 5771           | 1454            | 1746                | 28454          |
| San Francisco      | 38                 | 3995               | 1603           | 328             | 368                 | 6294           |
| San Joaquin        | 39                 | 3389               | 611            | 140             | 146                 | 4286           |
| San Luis Obispo    | 40                 | 1519               | 615            | 108             | 130                 | 2372           |
| San Mateo          | 41                 | 4527               | 1533           | 343             | 350                 | 6753           |
| Santa Barbara      | 42                 | 1680               | 643            | 111             | 130                 | 2564           |
| Santa Clara        | 43                 | 12832              | 3028           | 734             | 835                 | 17429          |
| Santa Cruz         | 44                 | 1357               | 388            | 78              | 92                  | 1915           |
| Shasta             | 45                 | 959                | 287            | 48              | 52                  | 1346           |
| Sierra             | 46                 | 10                 | 8              | 0               | 0                   | 18             |
| Siskiyou           | 47                 | 132                | 63             | 5               | 6                   | 206            |
| Solano             | 48                 | 2456               | 505            | 100             | 118                 | 3179           |
| Sonoma             | 49                 | 2640               | 786            | 146             | 155                 | 3727           |
| Stanislaus         | 50                 | 2453               | 419            | 100             | 109                 | 3081           |
| Sutter             | 51                 | 355                | 103            | 24              | 27                  | 509            |
| Tehama             | 52                 | 169                | 63             | 6               | 6                   | 244            |
| Trinity            | 53                 | 32                 | 17             | 2               | 1                   | 52             |
| Tulare             | 54                 | 1036               | 276            | 52              | 54                  | 1418           |
| Tuolumne           | 55                 | 263                | 90             | 14              | 18                  | 385            |
| Ventura            | 56                 | 4824               | 1371           | 292             | 335                 | 6822           |
| Yolo               | 57                 | 668                | 161            | 33              | 36                  | 898            |
| Yuba               | 58                 | 188                | 32             | 5               | 3                   | 228            |
| <b>Sub Total</b>   | .....              | <b>213,153</b>     | <b>58,835</b>  | <b>14,202</b>   | <b>16,562</b>       | <b>302,752</b> |
| Out of Country     | 98                 | 2805               | 1661           | 173             | 206                 | 4845           |
| Out of State       | 99                 | 6                  | 10             | 0               | 0                   | 16             |
| <b>Grand Total</b> | .....              | <b>215,964</b>     | <b>60,506</b>  | <b>14,375</b>   | <b>16,768</b>       | <b>307,613</b> |



## GENERAL INFORMATION

Lists of non-confidential licensee information including name, mailing address, and other license information may be purchased in electronic format on CD only. Complete details regarding data available, price, format, how to order, etc., is provided in the order form entitled **Licensee File CD Request** (RE 775) available on the DRE Web site [www.dre.ca.gov](http://www.dre.ca.gov).

Please note, licensee list files are *not* provided in a “label-ready” format. It will be the purchaser’s responsibility to import and process the data files using a software product of the purchaser’s choice. Department of Real Estate (DRE) staff will not be available to offer assistance in helping the purchaser import nor process the data files.

However, the DRE offers step-by-step guides for Microsoft Word, Excel and Access, which may be of help.

## STEP-BY-STEP GUIDES

### To import a licensee list text (.txt) file on CD into an Excel (.xls) file:

- Start Excel.
- On the top Menu bar, click on **File**, then click on **Open**.
- In the pop-up window, find and pick one of the list text type files.
  - Suggest you pick the **Mailing\_List\_comma.txt** file.
  - You will need to change what is in the **Look in:** box to point to your CD drive.
  - You will need to change the **Files of type** box to read **Text Files(\*.txt)** or **All Files(\*.\*)**.
- Double-click on the file, or highlight it and click the **Open** button.
- In the **Text Import Wizard – Step 1 of 3** window, if you’ve chosen the **Mailing\_List\_comma.txt** file or **Mailing\_List\_tab.txt** file, make sure the **Delimited** radio-button is “on.” Click **Next >**.
- In the **Text Import Wizard – Step 2 of 3** window, make sure the correct delimiter check box is checked for the type of text file you are importing into Excel. Click **Next >**.
- In the **Text Import Wizard – Step 3 of 3** window, you can choose which columns to import and what format to give those columns. If you do not wish to import a particular column, highlight that column and choose the **Do not import column (Skip)** radio-button. When you highlight another column the radio-button should reset back to the **General** format radio-button. Continue scrolling across the record until you reach the column headed **License\_Effective\_Date** and then highlight it. This is a date field, so choose the **Date** radio-button. The date in this column is in YYYYMMDD format, so in the drop down date type box, change the date format to **YMD**. Highlight the next column which is the **License\_Expiration\_Date**, choose the **Date** radio-button, and change the date format to **YMD**.
- When you have finished selecting, skipping, and formatting columns, click the **Finish** button to complete the import process. You can now save the newly imported Excel file.

**Note:** There is a limit on the number of rows that you can have in Excel. This limit varies with the version of Excel. [Excel 5 and Excel 95 – 16,383; Excel 97 and Excel 2000 – 65,536]

### To import a licensee list file into a Microsoft Access database file:

- Start Microsoft Access.
- Click on **Blank Database**, then click **OK**.
- Decide on where to store the new database and what you want to name it (be sure the name extension is **.mdb**), then click the **Create** button.
- On the top Menu bar, click on **File**, click on **Get External Data**, click on **Import**.
- Find the file to import. You’ll need to change the **Files of Type** box to **Text Files** in order to see the DRE list files. Double-click on the ‘comma’ file.
- Be sure the **Delimited** radio-button is “on,” then click the **Next>** button.
- Be sure the **Comma** radio-button is “on,” click in the **First Row Contains Field Names** checkbox, then click the **Next>** button.
- Be sure the **In a New Table** radio-button is “on,” then click the **Next>** button.
- Choose the columns (fields) you wish to import or skip. To skip a column, highlight that column and check the **Do not import field (Skip)** checkbox, then click the **Next>** button.
- If you wish, you can let Access add a primary key, or you can choose one. Suggested key would be **License Number**, then click the **Next>** button.
- Click the **Finish** button.
- Click the **OK** button.

You now have access to the table that was created in the formerly blank database that you created in Step 3 above.

### To use Microsoft Word to create mailing labels from an Excel file:

**Note:** If the Excel file does not already contain a header row with column headings such as NAME, ADDRESS-1, ADDRESS-2, CITY, etc., first insert a blank row at Row 1 and give each column an identifier such as NAME, ADDRESS-1, ADDRESS-2, CITY, STATE, ZIP, etc.

- Start Microsoft Word.
- Click on **Tools** in the Menu Bar.
- Click on **Mail Merge** in the drop down menu.
- Click on the **Create** button (Step 1).
- Choose **Mailing Labels** from the drop down menu.
- Click on the **Active Window** button.
- Click on the **Get Data** button (Step 2).
- Choose **Open Data Source** from the drop down menu.
- Find and select the Excel file containing the name and address data you wish to use to create labels.
  - You will need to change the **Files of type** box to read **MS Excel Worksheet (\*.xls)**.
  - Double click on the file, or highlight it and click the **Open** button.
- Click **OK** to select the entire spreadsheet.
- Click on the **Set Up Main Document** button.
- Pick a label size and double click on it or highlight it and click the **OK** button.
- Click on the **Insert Merge Field** button.
- Pick the fields you want on the label and click on the **Insert Merge Field** button, then choose the field. Repeat.
  - Use the Enter/Return key when selecting fields if you want the next selected field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the **Merge** button to choose and format all records (Step 3) or click the **Query Options** to set up filter and/or sort criteria, then click **OK**.
- Click the next **Merge** button.

This completes the label format process. At this point you may want to change the font, font size, change case to all uppercase, etc., and print out one page as a test.

### To use Microsoft Word to create mailing labels from a licensee list file:

- Start Microsoft Word.
- Click on **Tools** in the Menu Bar.
- Click on **Mail Merge** in the drop down menu.
- Click on the **Create** button (Step 1).
- Choose **Mailing Labels** from the drop down menu.
- Click on the **Active Window** button.
- Click on the **Get Data** button (Step 2).
- Choose **Open Data Source** from the drop down menu.
- Find and pick one of the list text type files.
  - You will need to change the **Files of type** box to read **Text Files (\*.txt)**.
  - Suggest you pick the **Mailing\_List\_comma.txt file**.
  - Double click on the file, or highlight it and click the **Open** button.
- Click on the **Set Up Main** button.
- Pick a label size and double click on it or highlight it and click the **OK** button.
- Click on the **Insert Merge Field** button.
- Pick the fields you want on the label.
  - Use the Enter/Return key when selecting fields if you want the next field to be on the next line.
- When all fields have been selected, click the **OK** button.
- Click the **Merge** button to choose and format all records (Step 3) or click the **Query Options** to set up filter and/or sort criteria, then click **OK**.
- Click the next **Merge** button.

This completes the label format process. At this point you may want to change the font, font size, change case to all uppercase, etc., and print out one page as a test.