



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

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## Firm Name Change Application

This form may be used to: (1) **Change** the name of an existing Firm, (2) **Add** a trade name (DBA) to an existing Firm license, or (3) **Remove** a trade name (DBA) from a Firm license. This form may be submitted by mail, email, fax or in person. No fee is required.

If this is a **new** Corporation, LLC or Partnership, use the "**Open a Firm**" application. Firm licenses cannot be transferred.

### Section A Firm Information

Firm Name:  Firm License #   
Firm E-mail:

### Section B Change Firm Name

Change Firm Name To:

**Required Attachments:**

If the Firm is a **Corporation**, include the amended *Certificate of Incorporation* issued by the GA Secretary of State.  
If the Firm is a **Limited Liability Company (LLC)**, include the amended *Certificate of Organization* issued by the GA Secretary of State.  
If the Firm is a **Partnership**, include the *amended partnership agreement*.

(If the **Corporation, LLC or Partnership** was **established outside of Georgia**, include an amended *Certificate of Authority* issued by the GA Secretary of state in lieu of the above mentioned documents.)

If the Firm is a **Sole Proprietorship** and the new name DOES NOT include the first and last name of the Broker, you must include a *certified trade name registration* from the Clerk of County in which the name was filed.

### Section C Add a Trade Name or DBA (Doing Business As)

New Trade Name to Add:

**Required Attachments:**

If the Firm is a **Corporation, LLC or Partnership**, include a *certified trade name registration* from the Clerk of County in which the name was filed.

If the Firm is a **Sole Proprietorship** and the new name DOES NOT include the first and last name of the Broker, you must include a *certified trade name registration* from the Clerk of County in which the name was filed.

If the Corporation, LLC or Partnership was established outside of Georgia, include an amended Certificate of Authority issued by the GA Secretary of state in lieu of the above mentioned documents.

### Section D Remove a Trade Name or DBA

Trade Name to Remove:

### Section E Broker Authorization

Please note that changes to the Firm's name may also require changes to your advertising materials and/or trust accounts. Review Chapter 520-1-.04(6) and Chapter 520-1-.09 of the Rules of the Commission to ensure compliance in these areas.

**I hereby authorize the changes noted above to be made to this Firm license.**

Broker Signature:  Date:

#### FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Dt	Codes	INV	LIC#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>