



Real Estate Commission
 NH OPLC – Technical Division
 121 S Fruit St, Ste 201, Concord NH 03301
 Tel (603) 271-2701 Fax (603) 271-7928 <http://www.oplc.nh.gov/real-estate-commission/index.htm> E-mail: nhrec@nh.gov

Effective Date	
License #	Date Processed
Check #	Amount
Receipt No.	
(FOR OFFICE USE ONLY)	

FORM 5-RE
 Amend. Form.
 REV. 12/15

AMENDMENT NOTIFICATION/CHANGE REQUEST FORM

To avoid delays in processing, provide all information required that pertains to your amendment. If more than one change occurred at the same time and each change requires a \$20 fee, only one \$20 fee is required. Pursuant to Administrative Rule Rea 404.02, licensees are required to notify the Commission in writing of any changes to resident physical and mailing addresses, business addresses, legal name, trade names, and principal brokers within 10 days of such change.

Make checks payable to: **TREASURER, STATE OF NEW HAMPSHIRE**

Mark all changes requested. Note: Section 1 below must be completed in order to process any change.	
Resident/Business Physical/Mailing Address Change (Section 1)	Transfer of License (Sections 1 & 2)
Name Change (Sections 1 & 3)	Activation of Inactive License (Sections 1 & 4)
Change of Principal Broker (Sections 1 & 5)	Change of Officers or Partners of Firm (Sections 1 & 6)
Change of Managing Broker of Firm Branch (Sections 1 & 7)	

SECTION 1 – Even if you have not changed your address, please list your current resident or business physical and mailing address under New/Current Address. A \$20 amendment fee, wall license and pocket card need to be submitted only when the city and/or state of the resident or business physical address have changed.

(Please print or type)

LICENSE TO BE AMENDED: (Please check the appropriate box) Salesperson Broker Firm Firm Branch

LICENSEE/FIRM NAME _____ LICENSE # _____
 Print your full name as it appears on your current license. Do not use nicknames or abbreviations.

RESIDENT PHYSICAL - OLD Address _____

NEW/CURRENT Address _____

RESIDENT MAILING – OLD Address _____

NEW/CURRENT Address _____

RESIDENT PHONE _____ CELL PHONE _____

E-MAIL: RESIDENT _____ BUSINESS _____

LICENSEE SIGNATURE _____ DATE _____

BUSINESS ADDRESS (For Firms Only)

BUSINESS PHYSICAL – OLD Address _____

NEW/CURRENT Address _____

BUSINESS MAILING – OLD Address _____

NEW/CURRENT Address _____

PRINCIPAL BROKER SIGNATURE _____ DATE _____

SECTION 2 – TRANSFER OF LICENSE

Salespersons and Associate Brokers – Request must be accompanied by wall license, pocket card, and \$20 amendment fee to change brokers.

Principal and Manager Brokers are required to submit the wall license, pocket card, and \$20 for amendment fee, only when changing the license to an associate broker license. Part I-III below must be completed.

(PART I) To be completed by previous principal broker – No fee required.

_____ is no longer employed by or under contract with me to perform services
NAME OF LICENSEE

as a real estate licensee, effective _____. The licensee’s wall license and pocket card is being returned with this amendment request form, pursuant to RSA 331-A:17, IV and Rea 404.02.

SIGNATURE OF PRINCIPAL BROKER

(PART II) To be completed by salesperson or broker – No fee required.

I, _____, am no longer employed by or under contract with
NAME OF LICENSEE
_____ to perform services as a real estate salesperson or broker.
NAME OF PRINCIPAL BROKER

As a salesperson or associate broker, I understand that my license will be placed on inactive status and I will not be able to engage in brokerage activity unless I activate my license with another principal broker. I understand that while my license is in inactive status I am required to renew my license every two years from my renewal date and submit proof of completion of a 3 hour “core” continuing education course.

(PART III) To be completed by new principal broker – A \$20 fee is required for the amendment of license.

Upon receipt of his/her license, _____ will be employed by or under
NAME OF LICENSEE

contract with me to perform services as a real estate licensee, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ, I will notify the New Hampshire Real Estate Commission and submit his/her wall license and pocket card within 5 days of termination, as required by RSA 331-A:17, IV.

To the best of my knowledge the applicant is of good moral character and is trustworthy.

Principal Broker’s Name _____

Principal Broker’s Business Address _____

Principal Broker’s Business Phone # _____ License # _____

SIGNATURE OF PRINCIPAL BROKER

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20_____

(Notary Seal)

NOTARY PUBLIC/JUSTICE OF THE PEACE

My commission expires: _____

SECTION 3 – NAME CHANGE

Licensees: Request must be accompanied by wall license, pocket card and a \$20 amendment fee. A copy of legal documentation verifying name change must also accompany this request (ie: marriage certificate, divorce decree, etc.)

Firm/Trade name(s): Must submit a Certificate from the NH Secretary of State’s office which shows the name change, along with the firm and firm branch license(s), and \$20 for each license to be amended.

Previously known and licensed as _____

New Legal Name _____

Effective date of change _____

SECTION 4 – ACTIVATION OF INACTIVE LICENSE

Licensee and principal broker must complete the section below.

- 1. If you renewed your license in inactive status and only submitted proof of a 3 hour “core” course, you must submit proof of 12 hours of elective courses to re-activate your license. The \$20 amendment fee is not required.
- 2. If you renewed your license in active status at renewal and went inactive within the renewal period, a \$20 amendment fee is required to re-activate your license.

Upon receipt of the license herein applied for, the above named applicant will be employed by me or will otherwise be under contract with me to perform services as a real estate licensee, and will work under my supervision. I will display his/her license prominently at my place of business, and when he/she leaves my employ I will immediately notify the New Hampshire Real Estate Commission within 5 days, as required by RSA 331-A:17, IV.

To the best of my knowledge the applicant is of good moral character and is trustworthy.

Principal Broker's Name _____

Principal Broker's Business Address _____

Principal Broker's Business Phone # _____ License # _____

SIGNATURE OF PRINCIPAL BROKER

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20_____

(Notary Seal)

JUSTICE OF THE PEACE/NOTARY PUBLIC

My commission expires: _____

SECTION 5 – CHANGE OF PRINCIPAL BROKER FOR FIRMS OR TRADE NAMES

The firm license, principal broker license and any salesperson and associate broker licenses and pocket cards must be submitted for amendment, along with a \$20 fee for each license to be amended.

NAME OF PREVIOUS PRINCIPAL BROKER License # _____ is no longer

acting as the principal broker for _____
NAME OF FIRM OR TRADE NAME

ADDRESS OF PRINCIPAL PLACE OF BUSINESS

The new principal broker will be _____ License # _____

SIGNATURE OF OWNER/AUTHORIZED OFFICIAL OF FIRM

DATE

(TITLE WITHIN FIRM)

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ 20_____

NOTARY PUBLIC/JUSTICE OF THE PEACE

(Notary Seal)

My commission expires: _____

SECTION 6 – CHANGE OF OFFICERS OR PARTNERS OF FIRM (No fee required)

List below all additions and/or deletions of officers or partners of the firm and their title and resident address. For those who are participating in the business of real estate brokerage, please include their designation as a licensed New Hampshire broker (B) or salesperson (s).

ADDITIONS:

Name	Title	Resident Address	B/S
_____	_____	_____	_____
_____	_____	_____	_____

DELETIONS:

Name	Title	Resident Address	B/S
_____	_____	_____	_____
_____	_____	_____	_____

 SIGNATURE OF OWNER/AUTHORIZED OFFICIAL OF FIRM DATE

 (TITLE WITHIN FIRM)

State of _____

County of _____

Subscribed and sworn before me this _____ day of _____ 20____

NOTARY PUBLIC/JUSTICE OF THE PEACE

(Notary Seal)

My commission expires: _____

SECTION 7 – CHANGE OF MANAGING BROKER OF FIRM BRANCH OFFICE

The firm branch license must be submitted for amendment, along with a \$20 fee for the license to be amended.

_____ is no longer
NAME OF PREVIOUS MANAGING BROKER LICENSE NUMBER

acting as managing broker for _____
NAME OF FIRM BRANCH

located at _____
PHYSICAL ADDRESS OF BRANCH OFFICE

The new managing broker will be _____
NAME OF NEW MANAGING BROKER LICENSE NUMBER

 SIGNATURE OF OWNER/AUTHORIZED OFFICIAL OF FIRM

 (TITLE WITHIN FIRM)

State of _____

County of _____

Subscribed and sworn before me this _____ day of _____ 20____

NOTARY PUBLIC/JUSTICE OF THE PEACE

(Notary Seal)

My commission expires: _____

Credit Card Sheets are not accepted via e-mail

You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.

This page will be destroyed after the transaction has taken place.

Transaction Type:		Amount Due:	
Card Type: (please select one) <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard (required)			
Card Number			(required)
Expiration Date:	Month:	Year:	(required)
Billing Name and Address (your billing address must match the address associated with the credit card you are using.)			
Name on Card:			
Billing Address:			
City:			
State/Province:			
Zip/Postal Code:			
Country:			
Authorization Signature :			