



Department of Commerce

Division of Real Estate &
Professional Licensing

John R. Kasich, Governor
Andre T. Porter, Director

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www.com.ohio.gov/real

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REAL ESTATE

CHANGE APPLICATION - INDIVIDUAL

This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed legibly in black ink.

Incomplete applications and applications that are filled out incorrectly will be returned for correction.

A check or money order for any fees, made payable to Division of Real Estate & Professional Licensing must be remitted with this form. **Cash will not be accepted.**

FOR DIVISION USE ONLY

FILE NUMBER

REASON FOR COMPLETING THIS FORM (check all that apply)

☐ **CHANGE HOME ADDRESS** (complete sections 1, 2, 3 and 5; no fee. You may also do this online at www.com.ohio.gov/real. Click on eLicense Center. Contact the Division directly to obtain an username and password if you do not have that information.)

☐ **REPLACE LOST OR DAMAGED LICENSE: CHOOSE ONE:** ☐ REISSUE LICENSE; ☐ PLACE LICENSE IN INACTIVE STATUS (complete sections 1, 2 and 3; complete section 5 if applicable; **\$25 fee.**)

☐ **INDIVIDUAL NAME CHANGE** (complete sections 1, 2, 3 and 4; submit a copy of the legal document showing the name change; **\$25 fee.**) – Return Original License

1. APPLICANT'S FILE NUMBER	FILE NUMBER (* <u>VERY IMPORTANT</u> . The application cannot be processed without this information.)			
2. EMAIL ADDRESS	EMAIL ADDRESS			
3. CURRENT NAME	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
4. NEW NAME	FIRST NAME	MIDDLE NAME	LAST NAME	SUFFIX
5. NEW HOME ADDRESS	STREET ADDRESS			HOME PHONE ()
	CITY	COUNTY	STATE	ZIP CODE + 4

THE APPLICANT MUST COMPLETE THE FOLLOWING CERTIFICATION

I certify that all of the statements on this application and all of the attached materials are complete and accurate. I understand that any false statement on this form or any of the attached materials may subject me to criminal prosecution and the loss of my Ohio real estate license.

SIGNATURE OF APPLICANT

DATE

NOTICE: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio division of real estate shall constitute prima facie evidence of misconduct and shall constitute a violation of division (A)(6) of section 4735.18 of the Revised Code.