



State of Idaho  
Division Of Occupational and Professional Licenses  
Real Estate Commission

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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P.O. Box 83720  
Boise, ID 83720-0063  
(208) 334-3233  
dopl.idaho.gov

## Notice of Broker Change

### Licensed Brokerage Information

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Select Company Type (choose one):

- Limited Liability Company     Corporation     Partnership     Branch Office

Company Name: \_\_\_\_\_  
Must exactly match name registered with the Idaho Secretary of State Office      License No.

Company Employment Verification Number (EIN): \_\_\_\_\_

### New Designated Broker/Branch Office Manager Information

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DB/BOM Name: \_\_\_\_\_  
Must exactly match name on the license      DB/BOM License No.

DB/BOM Email: \_\_\_\_\_ DB/BOM Phone No.: \_\_\_\_\_

Does the new DB/BOM already have an Idaho Broker license? (If no, you must submit a completed Broker license application for the new DB/BOM online.)       Yes     No

Have you completed the Business Conduct & Office Operations\* or Brokerage Management\* course within the 3 years immediately preceding the date of this change? (For inactive to active DB or AB to DB changes only) \*Must attach a copy of the completion certificate if it's not noted on the education record.       Yes     No

Do you have Errors & Omissions Insurance Coverage? (E&O Insurance must have an effective date on or before the date you submit this change request.)       Yes     No

Rice Insurance Services Company (Commission group policy – attach a copy of the RISC certificate of coverage) – OR

Independent Coverage (attach a completed, signed Certification of E&O Coverage form showing coverage for the DB/BOM.

### Broker Change Checklist

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Corporate Resolution **or** LLC Operating Agreement showing the DB is an officer or director, member or manager, or general partner and has been named the DB with full authority to act on behalf of the brokerage. \*Not required for BOM changes.

E&O Insurance Certificate of Coverage for the new DB/BOM