



**SECTION 3**

**COMPANY NAME CHANGE**

Instructions

1. Complete this Section and Section 1 with your new company name.
2. Attach the licenses of all licensees within the company. **Note:** If your company has branch offices, the licenses for **all** branch office licensees must be returned for this change.
3. Attach the \$7.50 **per license** change fee.

Complete and return new Trust Account Forms. (The forms may be downloaded from "FORMS" at [www.kansas.gov/krec](http://www.kansas.gov/krec).) If the company is going to hold a trust account under the new name, Part I, Consent to Audit Trust Account, and Part III, if applicable, must be submitted. Otherwise Part II, Request to Not Maintain a Trust Account and Part III if applicable must be submitted.

**The following section is to be completed for company name change only.**

Does the company maintain a trust account(s):  Yes  No

If answered "**Yes**", the current trust account(s) must be closed prior to the processing of any change of company name. The section provided below must be completed.

If answered "**No**", stop here and submit as indicated in the instructions.

**REPORT ON CLOSING TRUST ACCOUNT**

**NAME OF TRUST ACCOUNT(s):** \_\_\_\_\_

**ACCOUNT #(s):** \_\_\_\_\_

**FINANCIAL INSTITUTION(s):** \_\_\_\_\_

Please check applicable statement(s):

- Broker's funds of \$ \_\_\_\_\_ withdrawn from the account.
- All trust funds in the account were disbursed by (1) closing of transaction(s); (2) obtaining written agreement(s) of all parties to transfer the funds to another escrow account; or (3) court order(s).
- No trust funds in account since: \_\_\_\_\_.
- Nonresident account, no **KANSAS** funds in the account.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SUPERVISING BROKER

**SECTION 4**

**ADD A NEW BRANCH OFFICE**

Instructions

1. Complete this Section with the new branch office information and complete Section 1 with the main office information.
2. Attach license(s) and the Licensee Change Form with Sections 1 & 2 completed to transfer a licensee from the main office to the new branch, or from an existing branch to the new branch, or from another company to the new branch. If licensee is currently inactive, attach Licensee Change Form with Sections 1 & 5 completed to reactivate the licensee to the new branch. Attach the \$15.00 **per license** transfer or reinstatement fee.
3. Attach Add or Remove Company Form with Sections A & B completed for any licensees whose affiliation with the new branch is to be in addition to their existing company affiliation(s). Attach the \$10.00 **per license** duplicate fee.
4. Attach the \$25.00 fee to open the new branch office
5. Complete and return Trust Account Forms. The Trust Account forms may be downloaded from "Forms" at [www.kansas.gov/krec](http://www.kansas.gov/krec).

**The company name of the branch office will be the same as the company name for the main office.** A new company number will be assigned to the branch office.

BRANCH ADDRESS: \_\_\_\_\_  
STREET SUITE NO. P.O. BOX CITY STATE ZIP CODE

E-MAIL: \_\_\_\_\_ BRANCH PHONE #:( \_\_\_\_\_ ) BRANCH FAX #:( \_\_\_\_\_ )

Will the branch office maintain transaction file records?  Yes  No, they will be kept at the main office.

Name of Branch Broker: \_\_\_\_\_ Branch Broker's License #: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF BRANCH BROKER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MAIN OFFICE SUPERVISING BROKER