



Texas Real Estate Commission  
P.O. Box 12188  
Austin, Texas 78711-2188  
www.trec.texas.gov (512) 936-3000

## CHANGE OF DESIGNATED BROKER FOR A BUSINESS ENTITY

Submit this form to [documents@trec.texas.gov](mailto:documents@trec.texas.gov).

**ALL INFORMATION MUST BE TYPED OR PRINTED IN INK.**

\_\_\_\_\_  
Name of Business Entity

\_\_\_\_\_  
TREC License Number

\_\_\_\_\_  
Name of Current Designated Broker and Office Held

\_\_\_\_\_  
TREC License Number

\_\_\_\_\_  
Name of **NEW** Designated Broker and Office Held

\_\_\_\_\_  
TREC License Number

\_\_\_\_\_  
Email address of **NEW** Designated Broker

1. (a) Is the new designated broker's license currently on probated revocation or suspension? ☐ Yes ☐ No
- (b) Has the new designated broker served as the designated broker of any business entity that had its license revoked or suspended, including probated revocation or suspension, in the past two years? ☐ Yes ☐ No
- (c) Does the new designated broker or another business entity for which the new designated broker served as designated broker have any unpaid or past due monetary obligations to the Commission, including administrative penalties or recovery fund payments? ☐ Yes ☐ No

**If the answer to (a), (b) or (c) is YES, the new designated broker is not eligible to serve. Select another broker.**

2. (a) Are there any unpaid judgements pending against the new designated broker or against another business entity for which the new designated broker served as designated broker? ☐ Yes ☐ No
- (b) Are there any disciplinary hearings or investigations pending against any professional or occupational licensed held by the new designated broker? ☐ Yes ☐ No

**If the answer to (a) or (b) is YES, you must complete the applicable sections of the Background History Form located at [www.trec.texas.gov](http://www.trec.texas.gov).**

3. Does the **NEW** designated broker own 10% or more of the business entity? ☐ Yes ☐ No

**If the answer is YES please provide proof of ownership.**

**If the answer is NO, attach TREC's Certificate of Insurance for Broker Business Entity.**

**Documents Required to Change the Designated Broker:**

- **Proof of the NEW designated broker's current status as a managing officer, manager, or general partner for the business entity**
- **Proof that the NEW designated broker owns at least 10% of the business entity.**
- **If the NEW designated broker does not own at least 10% of the business entity, proof of E&O insurance for the entity must be provided.**

**A business entity must maintain documentation showing that it has complied with the requirements contained in its governing documents for changing officers or managers. The business entity must promptly provide to TREC upon request all business formation, ownership and representative authorization records and changes thereto required to be kept by the business entity by law, including those required by the Secretary of State and the Texas Comptroller.**

## Authorization

**BOTH SIGNATURES REQUIRED**

Corporation President, Limited Liability Company Manager, or Managing Partner

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Printed Name

Signature

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Date \_\_\_\_\_

**NEW** Designated Broker & Office Held

(Must be president, vice-president, secretary or treasurer for corporation, manager for LLC, or general partner for partnership)

Printed Name and Office Held

Signature

Date \_\_\_\_\_

## PRIVACY NOTICE

**In accordance with Chapter 559, Government code, the following notice about certain information laws and practices is given.**

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.**
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.**
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.**