



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

RESIDENTIAL SERVICE COMPANY NOTICE OF MODIFICATION

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

Residential Service Company Name (as it appears on license)

Residential Service Company License Number

1. **New Ownership** (file prior to change)

Attach the following:

Description of how ownership is changing.

Relationship, if any to a parent company.

Will new company keep the same name? If not, provide copies of appropriate documentation showing new name.

Summary of transition plan.

Estimated transfer date (provide written notice once actually completed).

If an administrator will handle claims, complete information on administrator.

Notice of ownership change to current contract holders.

2. **New Officers** (file within 10 days after changes)

Name

Office Held

Street Address

City

State

Zip

Name

Office Held

Street Address

City

State

Zip

Name

Office Held

Street Address

City

State

Zip

Name

Office Held

Street Address

City

State

Zip

This document is available on the TREC website at www.trec.texas.gov

3. **New Company Regulatory Compliance Contact Information for official commission mail** (file within 10 days after changes)

Name: _____

Title: _____

Mailing Address: _____

Email: _____ Telephone: _____ Fax: _____

4. **New Consumer Complaint Contact Information** (file within 10 days after changes)

Name: _____

Title: _____

Mailing Address: _____

Email: _____ Telephone: _____ Fax: _____

5. **New information for list of Licensed Residential Service Companies on the TREC website (www.trec.texas.gov)**

Company Name: _____

DBA (if any): _____

Address: _____

Telephone: _____ Web address: _____

Contact's Name: _____ Telephone: _____

CERTIFICATION

As chief principal officer/managing member/partner of _____, I represent that:
(name of residential service company)

1) The information provided on or with this form is true and correct.

2) If the ownership of the company has changed:

a) I and the new owner will give the Commission written notice that the ownership transfer has been completed.

b) By signing below, new chief officer/managing member/partner confirms that _____
(name of residential service company)

will comply with the Residential Service Company Act and the Rules of the Texas Real Estate Commission.

Chief Principal Officer/managing member/partner-Current Company

Printed Name _____

Title: _____

Date

Signed

Chief Principal Officer/managing member/partner-New Company (if applicable)

Printed Name _____

Title: _____

Date

Signed