



ESCROW LICENSE CHANGE FORM INSTRUCTIONS

Rev 8/2004

Real Estate Agency
1177 Center Street NE
Salem OR 97301
Phone: 503-378-4170
www.rea.state.or.us

INSTRUCTIONS

- 1) Original signatures are required. Faxes are not accepted.
- 2) The current license(s) must be returned to the Agency. A new license or licenses will be issued.
- 3) The change will be effective upon receipt at the Agency of all required items unless a later effective date is requested in Section A. Please do not submit the form more than one month in advance.
- 4) Payment may be made in the form of check, money order or credit card (VISA or MasterCard). Complete Section E to pay by credit card.

MAIN OFFICE ADDRESS CHANGE

LICENSES AND FEES. The main office address appears on not only the main office license, but also on all branch licenses. Therefore, all licenses must be submitted with a main office address change. The cost is \$10 per license.

BRANCH OFFICE ADDRESS CHANGE

LICENSE AND FEES. Only the branch office license needs to be reissued for a branch office address change. Therefore, only the branch office license must be submitted. The cost is \$10.

NAME CHANGE

LICENSES AND FEES. The escrow agent name appears on not only the main office license, but also on all branch licenses. Therefore, all licenses must be submitted with an escrow agent name change. The cost is \$10 per license.

Name. Enter the new name of the escrow agent, including assumed business name if applicable. The new name will appear on all new licenses (main office and branches). Enter the name on this form exactly as it is filed with the Oregon Secretary of State.



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Do not submit this form without first reading the accompanying instructions.

SECTION A CURRENT ESCROW AGENT INFORMATION		
Current Name of Escrow Agent (please print)	License Number	Effective Date of Change
Current Main Office Address	City, State, Zip	
SECTION B ESCROW ADDRESS CHANGE		
<input type="checkbox"/> MAIN OFFICE ADDRESS CHANGE. Cost: \$10 per license (main office and branch offices). All current licenses (main office and branches) must be returned to the Agency. Total payment: \$ _____	<input type="checkbox"/> BRANCH OFFICE ADDRESS CHANGE Cost: \$10. The current branch license must be returned to the Agency. Total payment: \$ _____	
New Physical Address		
Mailing Address, if Different than New Physical Address		Daytime Phone Number ()
FOR BRANCH OFFICE ADDRESS CHANGE ONLY:	Prior Branch Address	Branch License Number
SECTION C ESCROW NAME CHANGE		
Cost: \$10 per license (main office and branch offices). All current licenses must be returned to the Agency.		
Enter new name of escrow agent, including assumed business name if applicable, to appear on new license. Enter name exactly as it is filed with the Oregon Secretary of State.		
New Name of Escrow Agent (please print)		Phone number ()
SECTION D AUTHORIZATION		
<i>By signing below, I certify under penalty of law that I have the authority to request this action. I hereby request the above change.</i>		
Name of Authorizing Individual (please print)		Phone number ()
Original Signature of Authorizing Individual		Date
SECTION E PAYMENT		
Payment may be made by check or money order payable to the Real Estate Agency or by credit card (VISA or MasterCard). Do not send cash. Complete this section to pay by credit card.		
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Card No. _____ - _____ - _____ - _____	Expiration Date (mo/yr) ___ / ___
Credit Card Billing Address		Signature Authorizing Credit Card Payment

Office Use Only: [] Issued: _____ Expires: _____