



Amendments Jurisdiction-Specific Requirements



CALIFORNIA REAL ESTATE CORPORATION LICENSE ENDORSEMENT

ALERT! For California DRE Corporation licenses who are amending an MU1 filing, **do not** select the “Add” button located at the bottom of the page in the License/Registration Information screen. If you select the add button, you **will** incur additional fees that will **NOT BE REFUNDED!** Please scroll down and select “Next” to continue to complete the filing.

Instructions

1. DRE does not require Advance Change Notification (ACN) through NMLS, make the changes in NMLS as of the effective date and submit supporting documents as instructed below.
2. Real Estate Corporations requesting to change information contained on form MU1 (as a company) must file an amendment through the system. You must log into the NMLS system in order to file an amendment. After you have logged in, click on the “Filing tab” for further instructions on this process.
3. Changes of corporation name, changes of mailing and main office address, and DBA additions or cancellations must be processed and approved through DRE **before** you submit the amendment request through NMLS. These requests require separate filing and/or additional documentation to be submitted to DRE.
4. Filing an amendment through the NMLS does not authorize you to conduct business with the changes requested unless those changes are reflected on your DRE license records.
5. Changes of designated broker-officer must be processed and approved through DRE **before** you submit the amendment request through NMLS, as this request requires additional documentation to be submitted to DRE. In addition, you must take the following steps in NMLS:
 - The new designated broker/officer must be listed as the “Qualifying Individual” on Form MU1.
 - The Qualifying Individual’s business address must match the address listed as the “Main Address” on Form MU1 and the main office address as filed with DRE.
 - If the new designated officer is unable to obtain the user name and password for access to the company filing on NMLS, contact DRE for further instructions.
6. There are no amendment fees for changes made to Form MU4 through NMLS.

For U.S. Postal Service:

*Department of Real Estate
Licensing Section-NMLS Unit
P.O. Box 137008
Sacramento, CA 95813-7008*

For Overnight Delivery:

*Department of Real Estate
Licensing Section-NMLS Unit
1651 Exposition Blvd.
Sacramento, CA 95815*

WHO TO CONTACT – Contact Department of Real Estate licensing staff by phone at 877-373-4542.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH THE NMLS.