



312.803.4900
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CAR Firm Name/Address Change Request

Only Managing Brokers can change firm information. In order to change the name/address of your firm complete this form in its entirety and email to membership@chicagorealtor.com along with a copy of your new IDFPR Office License showing the new Firm Name and/or address. Firm name changes cannot be processed without the IDFPR Office License. Please note that if you open a new office entirely and receive a new firm license number there is a \$400.00 charge to open your new office. You will have to submit a new managing broker application for your new office.

Today's Date: _____

CURRENT FIRM INFORMATION:

Managing Broker Name: _____ CAR Firm ID#: _____

Firm Address: _____

City: _____ State: _____ Zip Code: _____

Firm Phone: _____ Firm Fax: _____

Email: _____

Managing Broker Signature: _____

NEW FIRM NAME (fill in the blanks for all new information only if different):

Broker Name: _____ CAR Firm ID#: _____

Firm Address: _____

City: _____ State: _____ Zip Code: _____

Firm Phone: _____ Firm Fax: _____

E-mail: _____

**Fax this completed form along with the copy of your NEW OFFICE LICENSE to
312-803-4905 or email to membership@chicagorealtor.com**