



**West Virginia Real Estate Commission**  
**300 Capitol Street, Suite 400**  
**Charleston, WV 25301**  
**(p)304.558.3555; (f)304.558.6442**  
**<https://rec.wv.gov>**

**APPLICATION FOR CHANGE OF OFFICE ADDRESS**  
**\$20.00 Fee Required**

**Broker's License Must be Returned ONLY with Main Office Address Change, not required for Branch Office.**

I hereby notify the West Virginia Real Estate Commission of a change of office address, and request that my broker's license certificate be reissued for the new address below. Application shall be made to the Commission **within ten days** from the date of moving.

I. Company Name on license being returned

Broker's Name \_\_\_\_\_

Broker's License Number: WV \_\_\_\_\_

Current Address \_\_\_\_\_

II. New Office Address \_\_\_\_\_

New Mailing Address (if different): \_\_\_\_\_

Business Phone Number

Is this a Branch Office?    Yes    No

If Yes, please provide the Branch Office License No.

III. Effective Date of New Address \_\_\_\_\_

Signed \_\_\_\_\_

Broker's Signature