



KANSAS REAL ESTATE COMMISSION

Three Townsite Plaza
120 SE 6th Avenue, Suite 200
Topeka, Kansas 66603-3511
www.krec.ks.gov 785-296-3411
Fax: 785-296-1771 krec@ks.gov

COMPANY NAME OR CONTACT INFO CHANGE REC-400

THIS FORM IS FILLABLE ONLINE

FEE FOR COMPANY NAME and/or COMPANY ADDRESS CHANGE - \$7.50 per license

Use the attached form to pay by credit card or enclose a check or money order made payable to KREC in the amount of \$7.50 per license. No fee is required if the only change is to the company email address, company phone or fax number.

WALL LICENSES (For Company Name and/or Company Address Changes)

Attach the original licenses of all licensees within the company. Alternatively, email or fax the licenses marked "cancelled" and signed and dated by the supervising/branch broker along with this form. Licenses do not have to be returned if the only change is to the company email, phone or fax. For a roster of all affiliated licensees, select "Company Search" on the KREC website.

COMPANY INFORMATION

COMPANY NAME	<input type="checkbox"/> CHECK HERE IF THIS IS A NEW NAME	COMPANY NUMBER
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DO YOU MAINTAIN A TRUST ACCOUNT? YES NO
 * If yes and your company name is changing, you must revise the name of the trust account to match the new name of the company.

COMPANY ADDRESS UPDATE

This form cannot be used to change your personal address, even if the company is located at your residence. To change your personal address, select the Licensee Name or Contact Change Form (REL-100) in the Forms Library on the KREC website.

Address line 1			
Address line 2 (if applicable)			
City	State	Zip	County

CHANGE MY COMPANY EMAIL ADDRESS TO: OR I no longer maintain an email address

COMPANY PHONE NUMBERS

Change my company phone to:

Change my company fax to:

SUPERVISING/BRANCH BROKER SIGNATURE

SIGNATURE OF SUPERVISING/BRANCH BROKER

DATE SIGNED

KREC USE ONLY			
Initials: _____	Date Entered: _____	Fee: \$ _____	Deposit Date: _____



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CREDIT CARD PAYMENT INFORMATION

The fee to change a company name and/or company address is \$7.50 per license plus a nominal credit card processing fee

Licensee Name:	Card Holder: (if different than licensee)	Email Address: (optional/for electronic receipt)
Card Number:	Expiration Date:	Zip Code:
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		

Submit to the Kansas Real Estate Commission by:

Email: krec@ks.gov

or

Fax: 785-296-1771

Be sure to include cancelled licenses for all affiliated licensees.

After processing your payment, this document will be shredded.

If you prefer to provide your credit card information by phone, call 785-296-3411.