

## **INSTRUCTIONS FOR A CHANGE OF DESIGNATED MANAGING BROKER**

If the designated managing broker of the office/firm has changed, please submit the following to the Department of Financial and Professional Regulation:

Please send a letter advising this office of the change in designated managing broker, including the name and license # of the new designated managing broker, the name and license # of the firm, and effective date of the change.

The fee for a change of designated managing broker is a \$35.00 check or money order, payable to *IDFPR*.

Mail the letter and payment to the Department at:

IDFPR - Division of Real Estate  
PO BOX 7570  
Springfield, IL 62791-7570