

Select Referrals

of St. Louis

Office: 314-835-6003
12851 Manchester Rd Ste 110
St. Louis, MO 63131

Thank you for your interest in our referral company! We will hold your active license and pay out \$\$\$ for your leads!

QUICK CHECKLIST FOR WHAT MUST BE COMPLETED TO
TRANSFER TO SELECT REFERRALS OF ST. LOUIS

- ✓ Application for License/Information Change Form
- ✓ Current Wall License (from previous Broker)
- ✓ Independent Contractor Agreement & Select Referrals form
- ✓ \$50.00 made payable to M.R.E.C.
- ✓ \$125.00 made payable to Select Referrals of St. Louis

Here's what you need to do:

1. **Sign the Application for License/Information Change form and answer questions A&B.** Sign the application on the applicant line.
2. **Get your previous broker's signature and your current wall license.** Mail or hand-deliver to your previous broker for their signature and pick up your current wall license.
3. **\$50.00 to the M.R.E.C.** Attach a cashier's check, money order or personal check to the application for License/Info. Change form, made payable to the M.R.E.C. for the transfer fee.
4. **\$125.00 to Select Referrals of St. Louis for your Annual Participation Fee.** A cashier's check, money order or personal check made payable to Select Referrals of St. Louis. ** See policy manual for Annual Participation Fee and Bonus Program.
5. **Sign, Date, and Return:** The Independent Contractor Agreement & Personal Information sheet

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PERSONAL INFORMATION

Name: _____ Date: _____

Street Address: _____

City, State, Zip: _____

Birthday: _____ Social Security Number: _____

Phone: _____ Personal Email: _____

Emergency Contact: _____

Relationship: _____ Phone Number: _____

Select Referrals

of St. Louis

Policy Manual

The purpose of this manual is to provide guidelines for being a Referral Associate with Select Referrals of St. Louis.

Select Referrals of St. Louis is a locally owned Missouri corporation organized for the purpose of providing real estate services to the public. Select Referrals of St. Louis specializes in referrals of buyers and sellers not only in the St. Louis area, but also nationwide and is able to refer and collect buyer/seller referral fees.

What is a Referral?

A referral is a buyer, seller or a relocation client from a lead generated by a licensee associated with Select Referrals of St. Louis. Referrals go through our system to a full-time, trained, professional agent associated with Berkshire Hathaway HomeServices Select Properties locally or to one of the relocation associates or independent brokers nationally.

Referral Associate:

A Referral Associate is a salesperson or broker-salesperson licensed by the Missouri Real Estate Commission. These agents have placed their license with Select Referrals of St. Louis and have entered into an "Independent Contractor Agreement." They are called Referral Associates.

Duties and Responsibilities:

Referral Associate activities shall consist of prospecting for future buyers and sellers of real estate. These clients and customers will then be turned over—using a referral form--as a lead to a Berkshire Hathaway HomeServices Select Properties office manager or an agent in the particular area of that customer's needs.

Limitations:

A Referral Associate may not act in any manner as an active agent. Referral Associates may not show property, hold open houses, take listings or promote themselves as Berkshire Hathaway HomeServices Select Properties agents. The Referral Associate may not join a board of realtors or have access to MLS.

Placement of a Referral Lead:

A seller or buyer should be placed with the office that can best service the lead. You may call the administrator of Select Referrals of St. Louis, or call a manager with the Berkshire Hathaway HomeServices Select Properties office closest to the clients' needs; the Referral Associate may also request a particular sales associate.

Referral Commission:

Referral fees received by Select Referrals of St. Louis shall be not less than 20% of the referred listing or selling leg of the commission. Commissions will be split 50/50 between Select Referrals of St. Louis and the Referral Associate.

Participation Fee:

There is an annual participation fee of \$125. This fee will be due January 31st of each year. A late fee of \$25 will be assessed January 31st. If an agent joins Select Referrals of St. Louis after October 1, his or her fee will be applied to the following year. If the referral associate has two closed referral transactions in one year, there will be no participation charge of \$125.00 the following year.

Bonus Program:

Select Referrals of St. Louis will pay an associate additional total compensation in the form of a \$100 bonus if the agent closes two referrals in a year. The bonus is paid out after the close of the year the referrals are made. The bonus, however, cannot exceed 50% of the agent's referral compensation. For example, if an associate's referral commission is \$150, the bonus will be \$75. If an associate's referral commission is \$300 the bonus will be \$100.

If an Agent Leaves Select Referrals of St. Louis:

To be paid a commission as a Referral Associate with Select Referrals of St. Louis, the agent must be licensed with Select Referrals of St. Louis at the time the sales contract is written and accepted.

License Fees:

All referral associates shall be responsible for all their own expenses including but not limited to the following:

Newly licensed:

Upon passing the Missouri salesperson examination and completing the 24-hour Missouri Real Estate Practice Course
Total Amount Made payable to the MREC \$90.00

License Renewal:

Renewal fee every two even-numbered years
License renewal is required on each even-numbered year.
Salesperson..... \$40.00
Broker Salesperson..... \$50.00
Made payable to the MREC

Transfer fee:

Salesperson or Broker Salesperson..... \$50.00
Made payable to the MREC

Continuing Education:

The referral associate is responsible for the cost of his/her continuing education courses, as well as maintaining and providing copies of all certificates.

Address Change:

It is your responsibility to contact the MREC, as per the rules and regulations of the MREC, "within 10 days following a change in name or home address, each licensee shall notify in writing." For address or personal information change, mail changes, using an application/change form to

MREC
P.O. Box 1339
Jefferson City, MO 65102
573-751-2628

Select Referrals of St. Louis
12851 Manchester Rd Ste 110
St. Louis, MO 63131
314-835-6003

**SELECT REFERRALS OF ST. LOUIS, LLC
INDEPENDENT CONTRACTOR AGREEMENT**

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between **Select Referrals of St. Louis, LLC**, a Missouri Corporation, “Broker”, and _____ “Referral Agent”.

WHEREAS, the Broker is a Real Estate Broker duly licensed under the laws of the State of Missouri, and is licensed to and operates a general real estate referral business; and

WHEREAS, Referral Agent is a licensed Missouri Real Estate Agent; and

WHEREAS, the parties wish to form an independent contractor business relationship for their mutual and respective business interests.

NOW, THEREFORE, in consideration of the premises and the agreements contained herein, the parties agree as follows:

1. The Referral Agent agrees to act as and the Broker agrees to accept the Referral Agent as a reference source or leads of persons, companies, corporations, or other entities which show interest in or have the capability of purchasing, selling, or leasing real estate. Referral Agent understands that he or she shall not list or sell any property or be engaged in any other activity normally associated with the listing or selling of real estate. Referral Agent shall act solely as a source of referrals to Broker.

2. The Referral Agent hereby agrees to refer to the Broker all information regarding potential listings, leases, lessors, purchases or purchasers of real estate. Subsequent to the referral of each “lead” to the Broker, the Referral Agent shall have no further duties or obligations with respect thereto. The Referral Agent agrees to refrain from interfering with the activities by other Brokers or salespersons following up on such leads. Upon the request of the Referral Agent, Broker may from time to time furnish the Referral Agent with such information and advice, that the Broker deems to be appropriate for their mutual benefit.

3. The Broker shall refer all “leads” to another Broker servicing the market area of the “lead”, and to be known as the “Third Party Broker”. The Referral Agent shall be advised of the identity of the Third-Party Broker to which the “lead” has been referred. The Referral Agent is aware that the Broker has been organized to provide a real estate referral service and the Broker shall not actively participate in the sale, purchase or leasing of property. In the event that the Client chooses to do business with an agent or Broker other than the Third-Party Broker selected, no referral commission shall be payable to Referral Agent.

4. The Referral Agent’s compensation hereunder shall be a portion of the brokerage fee earned on each transaction, as set forth in the policy manual of the Broker in effect at the time the referral is initiated. Broker shall pay compensation due the Referral Agent within ten working days of the receipt of the brokerage fee by the Broker. The Broker is not liable to the Referral Agent for commissions not collected, and any expenses associated with the collection of a commission shall be shared by the parties in direct proportion to the participation.

5. Broker and Referral Agent agree to conduct all of their business so as to conform to and abide by all laws, rules, regulations, and codes of ethics applicable to Real Estate Brokers, Agents, and Salespersons within the State of Missouri, and the policy manual of Broker, and such other rules as Broker may from time to time establish.

6. The parties agree that there shall be no mandatory quotas for Referral Agent to meet as to number of leads or commission amount generated thereby, or any mandatory sales meetings for Referral Agent to attend. Nothing in this paragraph shall prevent the Broker from conducting periodic sales meetings to which the Referral Agent is invited to attend, or prevent the Broker from communicating advice, ideas and other news via mail or telephone to the Referral Agent on a periodic basis.

7. The parties agree that all times Referral Agent shall be an independent contractor. The Referral Agent acknowledges that he or she shall not be an employee of the Broker under this agreement and shall be responsible for all of his or her state, federal, and local taxes, and it shall be Referral Broker's responsibility to purchase a license, to pay trade association dues, and to pay all other expenses incurred by Referral Agent in connection with the referrals made hereunder.

8. Either party may terminate this agreement at any time by written notice given to the other. The Referral Agent shall be entitled to any commissions earned or referrals under contract, but not closed as of the time of such termination.

9. Upon termination, all prospects and referrals secured by Referral Agent during his or her association with the Broker shall remain the property of Broker and no compensation shall be due the Referral Agent therefore. Broker may use all information, data, photographs, or other documentation with respect to such prospects and referrals, notwithstanding the termination of the relationship of the parties.

IN WITNESS WHEREOF, the parties have hereunder set their hand and seals on the day and year first above-mentioned.

Select Referrals of St. Louis Broker Signature

Referral Agent



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
MISSOURI REAL ESTATE COMMISSION
INFORMATION AND LICENSE
CHANGE

3605 MISSOURI BOULEVARD
P.O. BOX 1339
JEFFERSON CITY, MISSOURI 65102
TELEPHONE (573) 751-2628
FAX (573) 751-2777
realestate@pr.mo.gov
www.pr.mo.gov/realestate.asp

FOR MREC USE ONLY				
TYPE OF LICENSE		BRO	BRA	BRP
SAL	BRK	IAS	PCB	PCS
BRS	INB			
NEW BROKER NAME				
DATE			FEE	

SECTION 1A ALL APPLICANTS MUST COMPLETE THIS SECTION

NAME OF APPLICANT			LICENSE NUMBER OR SSN	
RESIDENCE ADDRESS (NUMBER, STREET, PO BOX, CITY, STATE, ZIP CODE)				
HOME PHONE (INCLUDE AREA CODE)	CELL PHONE (INCLUDE AREA CODE)	PERSONAL EMAIL ADDRESS		

SECTION 1B ALL APPLICANTS MUST ANSWER THE FOLLOWING QUESTIONS, SIGN & DATE. IF YES, EXPLAIN ON A SEPARATE SHEET.

- A. Have you been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution in this state, or any other state, or of the United States, whether or not sentence was imposed? **NOTE: This includes Suspended Imposition of Sentence, Suspended Execution of Sentence, misdemeanor and felony convictions, and alcohol related offenses, i.e. DWI and BAC. Check yes if NOT previously disclosed to this Commission** and provide the date of the conviction and/or pleading, nature of the offense, court location, and case number on a separate sheet.
- YES NO
- B. Have you ever had a real estate application denied or your real estate license suspended, revoked, placed on probation, or otherwise disciplined in Missouri or any other state or jurisdiction? **Check yes if NOT previously disclosed to this Commission** and provide name of state or jurisdiction, reason for denial or discipline and approximate dates on a separate sheet.
- YES NO

I hereby authorize the Missouri Real Estate Commission, to release and/or discuss information contained in my application with the Designated Broker and/or the brokers that have provided their signature(s) in Sections 2A and 2B.

ORIGINAL OR VERIFIABLE ELECTRONIC SIGNATURE OF APPLICANT	DATE
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SECTION 1C INDICATE CHANGE BEING REQUESTED AND SUBMIT APPLICABLE FEE. THE NUMBERED ITEMS IN THIS SECTION CORRESPOND WITH THE NUMBERED INSTRUCTIONS ON THE REVERSE SIDE.

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| <p>1. <input type="checkbox"/> Transfer Salesperson or Broker-Salesperson license to another Broker. Fee: \$50.00</p> <p>2. <input type="checkbox"/> Place license on inactive status. Fee: \$50.00</p> <p>3. <input type="checkbox"/> Reactivate Salesperson license. Fee: \$50.00</p> <p>4. <input type="checkbox"/> Change status to Broker-Salesperson. Fee: \$50.00</p> <p>5. <input type="checkbox"/> Change status to Individual Broker. (Section 2B <u>must</u> be completed.) Fee: \$50.00</p> <p>6. <input type="checkbox"/> Change status to or transfer. Fee: \$50.00
 <input type="checkbox"/> Broker-Officer <input type="checkbox"/> Broker-Associate <input type="checkbox"/> Broker-Partner
 NOTE: Each broker-officer, broker-associate, or broker-partner licensed in Missouri MUST retain a comparable position/title within the firm.</p> <p>7. <input type="checkbox"/> Obtain additional license. Fee: \$50.00
 <input type="checkbox"/> Broker <input type="checkbox"/> Broker-Officer <input type="checkbox"/> Broker-Associate <input type="checkbox"/> Broker-Partner
 NOTE: Each broker-officer, broker-associate, or broker-partner licensed in Missouri MUST retain a comparable position/title within the firm.</p> <p>8. <input type="checkbox"/> Change of status from. Fee: \$50.00
 <input type="checkbox"/> Professional Corporation Salesperson to Salesperson
 <input type="checkbox"/> Professional Corporation Broker-Salesperson license to Broker-Salesperson</p> <p>9. <input type="checkbox"/> Replace lost, stolen or destroyed license. Replace license for name or address change. Complete Section 1A, 1C and 2B. Fee: \$25.00</p> <p>10. <input type="checkbox"/> Remove licensee from Broker's or entity's affiliation. No fee required. Complete Section 1A, 1C and 2A.</p> <p>11. <input type="checkbox"/> Reinstatement of Suspended License. Fee: \$50.00</p> | <p>12. <input type="checkbox"/> Change name of Corporation, Partnership or Association. Fee \$80.00. Complete Section 1A with former name and Section 2B with new name.</p> <p>13. <input type="checkbox"/> Add, cancel, or renew fictitious name or trade name. Provide name and mark appropriate box below. Attach copy of approved registration from the Secretary of State's office. If using trade name, attach copy of complete signed agreement.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><input type="checkbox"/> New <input type="checkbox"/> Cancel <input type="checkbox"/> Renewal</p> <p>14. <input type="checkbox"/> Branch office notification. Sections 1C and 2B must be completed by the broker or designated broker. Mark appropriate box and provide the following:</p> <p style="text-align: center;"><input type="checkbox"/> New/additional branch office <input type="checkbox"/> Change in branch office
 <input type="checkbox"/> Closing branch office <input type="checkbox"/> Change in branch manager</p> |
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BRANCH OFFICE MANAGER	LICENSE NO.
BRANCH OFFICE LOCATION	
PHONE NUMBER	FORMER BRANCH MANAGER (IF APPLICABLE)
FORMER BRANCH LOCATION (IF APPLICABLE)	

SECTION 2A	ORIGINAL OR VERIFIABLE ELECTRONIC SIGNATURE OF FORMER BROKER	FORMER BROKER NAME, PRINTED OR TYPED	DATE
	NAME OF FORMER BROKER/ENTITY		BUSINESS PHONE (INCLUDE AREA CODE)
SECTION 2B	ORIGINAL OR VERIFIABLE ELECTRONIC SIGNATURE OF NEW BROKER	NEW BROKER NAME, PRINTED OR TYPED	DATE
	NAME OF NEW CORPORATION/PARTNERSHIP/ASSOCIATION/BROKER (DO NOT USE DBA/FICTITIOUS NAMES)		MO BROKER/ENTITY LICENSE NO., IF APPLICABLE
	BUSINESS ADDRESS (MAIN OFFICE ONLY) (NUMBER, STREET, CITY, STATE, ZIP CODE)		BUSINESS PHONE (INCLUDE AREA CODE)
	BROKER'S E-MAIL ADDRESS (IN CASE OF TRANSFER APPLICATION REJECTION, BROKER'S E-MAIL ADDRESS IS REQUIRED SO THAT IMMEDIATE NOTIFICATION CAN BE PROVIDED.)		

GENERAL INSTRUCTIONS

- A. Type or print LEGIBLY. Use black or blue ink. INCOMPLETE APPLICATIONS WILL BE RETURNED FOR CORRECTION.
- B. When a fee is required, the amount is indicated. Make check or money order payable to the "Missouri Real Estate Commission." **All fees are nonrefundable.**
- C. Attach original license when applicable. If the original license has been lost, stolen or destroyed, the current broker must attach a signed explanation.
- D. Any applicant reactivating an inactive license or a license that has been noncurrent for over six months must attach a copy of the 24-hour Missouri Real Estate Practice (MREP) course completion certificate. **24-hour MREP course completion certificate cannot be more than six months old at time of submission.**
- E. Mail the application to: Missouri Real Estate Commission, P.O. Box 1339, Jefferson City, MO 65102. Hand delivery or express delivery service: Missouri Real Estate Commission, 3605 Missouri Blvd., Jefferson City, MO 65109.
- F. The new license will be mailed to the brokerage approximately 2 - 3 weeks after the properly completed application is received by the Commission. **To expedite and request a temporary work permit, enclose a stamped envelope addressed to the brokerage.**

Additional information on specific changes is provided below. The numbered instructions in this section correspond with the numbered items on the reverse side.

1. **TRANSFER SALESPERSON OR BROKER-SALESPERSON LICENSE TO ANOTHER BROKER:** Complete Section 1A, 1B and 1C. The current broker must complete Section 2A and attach the applicant's original license. The current broker's signature is not required if the applicant's license has been previously returned to the Commission. The new broker must complete Section 2B. Refer to 20 CSR 2250-4.050(4).
2. **PLACE LICENSE ON INACTIVE STATUS:** Complete Section 1A, 1B and 1C. The current broker must complete Section 2A and attach applicant's original license. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership or association. **NOTE: Before an inactive license may be reactivated, the 24-hour Missouri Real Estate Practice (MREP) course must be completed.**
3. **REACTIVATE SALESPERSON LICENSE:** Complete Section 1A, 1B and 1C. If applicable, attach inactive original license, and completion certificate showing proof of completion of the 24-hour Missouri Real Estate Practice (MREP) course. Section 2B must be completed by the new broker. **24-hour MREP course completion certificate cannot be more than six months old at time of submission.**
4. **CHANGE STATUS TO BROKER-SALESPERSON:** Complete Section 1A, 1B and 1C. The current broker must complete Section 2A and attach applicant's original license. If inactive, attach inactive original license and refer to D of the general instructions. The new broker must complete Section 2B. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership, or association.
5. **CHANGE STATUS TO INDIVIDUAL BROKER:** Complete Section 1A, 1B, 1C and 2B. The current broker must complete Section 2A and attach applicant's original license. If inactive, attach inactive original license and refer to D of the general instructions. Attach Consent to Examine and Audit Escrow or Trust Account form, and complete Section A if not maintaining an account. If using a fictitious name, complete #13 in Section 1C and refer to #13 below. A closing form must be submitted with this application if the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership, or association.
6. **CHANGE STATUS TO OR TRANSFER BROKER-OFFICER, BROKER-PARTNER OR BROKER-ASSOCIATE LICENSE:** Complete Section 1A, 1B and 1C. The current broker must complete Section 2A and attach applicant's original license. The designated broker must complete Section 2B. A closing form must be submitted with this application if the applicant holds a broker license or the applicant is the only licensed broker-officer, broker-partner or broker-associate of a corporation, partnership or association (LLC). If applicant will be the designated broker of the firm, attach a Change in Designated Broker form. If inactive, attach inactive original license and refer to D of the general instructions.
7. **OBTAIN ADDITIONAL BROKER, BROKER-OFFICER, BROKER-PARTNER OR BROKER-ASSOCIATE LICENSE:** Complete Section 1A, 1B, 1C and 2B. If adding a broker-officer or broker-associate to a corporation or association (LLC), the designated broker must complete Section 2B. If becoming the designated broker, attach a Change in Designated Broker form. If becoming a broker, attach Consent to Examine and Audit Escrow or Trust Account form and complete Section A if not maintaining an account.
8. **CHANGE IN STATUS FROM PROFESSIONAL CORPORATION SALESPERSON TO SALESPERSON OR PROFESSIONAL CORPORATION BROKER-SALESPERSON TO BROKER-SALESPERSON:** Complete Section 1A, 1B and 1C. The current broker must complete Section 2A and attach the applicant's original license. The current broker's signature is not required if the applicant's license has been previously returned to the Commission. The new broker must complete Section 2B. Refer to 20 CSR 2250-4.075(7) and 20 CSR 2250-4.050(4).
9. **REPLACE LOST, STOLEN OR DESTROYED LICENSE OR REPLACE LICENSE FOR NAME OR ADDRESS CHANGE:** Complete Section 1A and 1C. Broker must complete Section 2B.
10. **REMOVE LICENSEE FROM BROKER'S OR ENTITY'S AFFILIATION:** Attach original license. Complete Section 1A, 1C and 2A. No fee required.
11. **REINSTATEMENT OF SUSPENDED LICENSE:** Complete Section 1A, 1B, and 1C. Broker must complete Section 2B. If applicable, attach copy of Certificate of Tax Compliance and an activity statement signed by the licensee.
12. **CHANGE NAME OF CORPORATION, PARTNERSHIP OR ASSOCIATION:** Complete Section 1A with former name. Attach original entity license. Designated broker must complete Section 2B with new name and address. If a corporation, attach approved copy of Certificate of Amended Name Change. If a partnership, attach approved copy of Fictitious Name Registration. If an association (Limited Liability Company), attach approved copy of Amendment of Articles of Organization.
13. **ADD, CANCEL, OR RENEW FICTITIOUS NAME OR TRADE NAME:** Complete Section 1A and 1C. Submit a copy of the Fictitious Name Registration which has been approved by the Missouri Secretary of State's Office. Include a signed copy of the new/amended franchise agreement or trade agreement, if applicable. Section 2B must be completed by the broker or designated broker.
14. **BRANCH OFFICE NOTIFICATION.** Section 1C and 2B must be completed by the broker or designated broker.