

CHANGE FORM INSTRUCTIONS FOR MONTANA BOARD OF REALTY REGULATION

Most changes can be completed using the online licensing platform using the instructions outlined below.

Transfer to New Supervising Broker (THE NEW BROKER MUST COMPLETE THESE STEPS):

- ☐ Log into your Public Portal account at <https://aca-prod.accela.com/POL/home.aspx>.
- ☐ Select "All Other Options."
 - Then "BOLB Relationship Amendment."
- ☐ Select "Add a Row" in the Relationship Information box.
- ☐ Enter the license number of the new salesperson you are adding.
 - The Name and Type of Relationship will auto populate.
- ☐ Enter the "Start Date."
- ☐ Then select "Submit."
 - The name will now be a line item in the Relationship Information box.
- ☐ Select "Continue."
- ☐ Review the changes to make sure you entered the correct information.
- ☐ Select "Continue."
 - A green message will display on the next screen indicating the changes were made successfully.
 - Note: Ensure the salesperson you added has the same address and organization name as you, as they are now associated with a new company. If the salesperson does not know how to do this, please instruct them to do the following:
- ☐ Log into your Public Portal account at <https://aca-prod.accela.com/POL/home.aspx>.
- ☐ Select "Account Management" in the upper right corner.
- ☐ Under the Contact Information box, select "Actions." Then select "View." Update your contact information.
- ☐ Select "Save" to save your changes.
- ☐ Verify your changes have been made.



Salesperson Going Inactive/Ending Supervising Broker (BROKER MUST COMPLETE THESE STEPS):

- ☐ Log into your Public Portal account at <https://aca-prod.accela.com/POL/home.aspx>.
- ☐ Select "All Other Options."
 - Then "BOLB Relationship Amendment."
- ☐ Under the Relationship Information box, select the box next to the agent you wish to end supervision with.
- ☐ Select "Edit Selected."
- ☐ Enter a "Stop Date."
- ☐ Select "Submit."
- ☐ Select "Continue."
 - Review the changes.
- ☐ Select "Continue."
 - A green message will display on the next screen indicating the changes were made successfully.

BOARD OF REALTY REGULATION

301 S PARK AVE
PO BOX 200513
HELENA MT 59620-0513
PHONE (406) 444-6880

CHANGE FORM**CHECK APPROPRIATE BOXES****COMPLETE ALL REQUIRED LINES OF INFORMATION (As designated in parentheses)****REMIT APPROPRIATE FEE FOR EACH BOX CHECKED**

- | | | |
|--------------------------|---|----------------|
| <input type="checkbox"/> | CHANGE OF STATUS TO ACTIVE - BROKER (1, 3, 4, 6, 7 & 8)
(Need to show proof of required Continuing Education - see ARM 24.210.625) | \$45.00 |
| <input type="checkbox"/> | CHANGE OF STATUS TO ACTIVE - SALESPERSON (1, 3, 4, 6, 7 & 8)
(Need to show proof of required Continuing Education - see ARM 24.210.625) | \$40.00 |
| <input type="checkbox"/> | TRANSFER TO A NEW SUPERVISING BROKER if done via mail (1-8); no fee if done through eBiz | \$40.00 |
| <input type="checkbox"/> | CHANGE OF STATUS TO INACTIVE (1, 5, 7 & 8) | No Fee |
| <input type="checkbox"/> | CHANGE OF LICENSEE NAME (1, 3 & 7)
(Documentation required) | No Fee |
| <input type="checkbox"/> | RELEASING SUPERVISION OF LICENSEE (1, 2 & 5) | No Fee |

Changes of address or other contact information can be done by logging into your eBiz account <https://ebiz.mt.gov/pol/Default.aspx> under 'Account Management'.

\$ _____
TOTAL AMOUNT REMITTED

Licensee's Name 1.	License Number & Type	Home Phone Number
Current Broker or Business Name 2.	License Number	Business Phone Number
New Broker or Business Name 3.	Business Phone Number	
New Broker or Business Address 4.		
City ST Zip		
Current Broker or Releasing Broker's Signature 5.	LICENSE NUMBER	Date
New Broker Signature / E-mail address 6.	LICENSE NUMBER	Date
Licensee's Signature/ E-mail address 7.	LICENSE NUMBER	Date
New or Current Home Address 8.		
City ST Zip		