



**Construction & Real Estate (CRE)  
Name and/or Address Change Request Form**  
For Sage Timberline Office, Sage Timberline Enterprise and  
Sage Master Builder Customers  
(Note: Do not use this form for license transfers)

Current Customer ID# \_\_\_\_\_

The undersigned original Licensee notifies Sage of the following change(s) in information related to its license(s) for Sage Timberline Office, Sage Timberline Enterprise or Sage Master Builder, as specified below in **Section C** ("Software"):

**A. Effective Date of Change:** \_\_\_\_\_

**B.  Change in Licensee's Name (\*\*Please Type or Print Clearly\*\*)**

Original Licensee Name: \_\_\_\_\_  
(Full Company or Corporate Name)

New Licensee Name: \_\_\_\_\_  
(Full Company or Corporate Name)

**Reason for Name Change:**

\_\_\_\_\_ Change in company name or status (e.g. Inc, LLC, etc.). Copy of (i) the name change certificate from Secretary of State; and (ii) new Company letterhead must be attached.

*(If the license name change is due to any reason other than described above, Licensee is not eligible for a name change. Stop here and submit a request for License Transfer. Go to the following website: [www.sage-cre.com/Contact-Us/Request-License-Change](http://www.sage-cre.com/Contact-Us/Request-License-Change), download, fill out and fax the License Transfer Request Form.)*

**Change of Address**

From: \_\_\_\_\_ To: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**C. Software**

Sage Timberline Office                       Sage Timberline Enterprise                       Sage Master Builder

Unless otherwise noted, all of the Software listed in this **Section C** shall be affected by the above change(s) when accepted by Sage. All terms of the applicable End User License Agreement shall continue to apply to such Software, and Licensee acknowledges that Sage does not waive any right or obligation under such agreement(s). Licensee acknowledges that certain proposed changes may require additional information and implementation prior to Sage accepting such change.

**D. Reinstallation of Software**

Licensee also understands and agrees that upon formalization of the name change, a change to Licensee's software registration or reinstallation of all Software modules may be required, as described below:

- **Sage Timberline Office:** Sage will provide Licensee with a new software registration name and activation codes. Licensee shall update the license registration information within the software directly, or Software reinstallation may be required.
- **Sage Estimating Databases:** If Licensee has a Sage Estimating database, it may be necessary for such database to be re-serialized to the new name. Such re-serialization may only be done through the CRE Customer Support department and may incur a nominal fee.
- **Sage Timberline Enterprise:** Sage will provide Licensee with a new software registration name. Licensee must update the product license information in the Sage System Administration module. If the software registration is not updated on Licensee's computer, the software may stop functioning.
- **Sage Master Builder:** The name or address change does not require Licensee to take any additional action regarding registering or reinstalling the Software.

**In the event that Licensee does not agree to change the software registration or reinstallation of the Software, Licensee acknowledges that Sage will not process this name or address change request.**

Licensee requests that Sage forward new activation codes to Licensee or its CRE Business Partner, as follows:

**Send to Licensee:**

**Send to Business Partner**

Contact Name: \_\_\_\_\_

BP Name: \_\_\_\_\_

Fax #: \_\_\_\_\_

BP Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

BP Email address: \_\_\_\_\_

**E. Authorization and Signature**

The undersigned represents that (i) he/she is an authorized signatory of the Licensee as set forth below, (ii) is authorized to sign this document on Licensee's behalf and make the representations and request(s) set forth herein, and (iii) the information contained herein is true and correct.

Licensee: \_\_\_\_\_  
(New Company Name)

By: \_\_\_\_\_  
(Authorized Signature)

Name: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Fax completed form and required paperwork to: 503-439-5655**