**Section 1445.15 Information Required From Licensee or Applicant**

a) Address of Record and Email Address of Record

1) Pursuant to Section 2105-7 of the Civil Administrative Code of Illinois [20 ILCS 2105], all applicants and licensees shall:

A) Provide to the Division a valid address, which shall not be a post office box, and a valid email address, which shall serve as the address of record and email address of record, respectively, at the time of application for licensure or renewal of a license; and

B) Inform the Division, in a format and manner prescribed by the Division, within 14 days after any change, in the address of record or email address of record.

2) The use by the Division of the email address provided by the applicant or licensee shall be considered a valid service or notice to the applicant or licensee regardless of whether the service or notice goes to the applicant’s or licensee’s “spam” or “junk” email folder.

b) Aliases, Diminutives and Nicknames

Within 14 days after the change, each licensee shall notify the Division, in a format and manner prescribed by the Division, of any name change.

1) The licensee shall notify the Division if the licensee regularly practices under an alias, diminutive, or nickname of the licensee’s name.

2) If an individual licensee’s name is changes as a result of a court order or marital status, the licensee shall:

A) Notify the Division of the name change;

B) Provide the Division with a copy of the marriage certificate or portion of the court order relating to the name change; and

C) Indicate the name to be used for licensure.

3) The licensee shall ensure that all CE certificates are issued under the name used for licensure.

c) Designation

No licensed Community Association Manager shall use the title “property manager” in connection with the performance of their duties as a Community Association Manager.

(Source: Added at 47 Ill. Reg. 8409, effective June 2, 2023)