



IREC use only

License #: _____
Receipt #: _____
Approved: _____

SOLE PROPRIETORSHIP LICENSE APPLICATION

NO FEE **NO FEE**

INSTRUCTIONS: Submit this original, completed application form with the required fee and ALL required attachments to IREC at the above address. It would be appreciated if you would fill in the form on the computer and print it out so we can read it more easily. Applications that are illegible, incomplete, or missing the fee or attachments will be immediately returned without processing. IREC accepts checks, cash (in person and exact change), and debit or credit cards (VISA, Master Card, Discover, and American Express).

You are not licensed until IREC **approves** your license application. It is unlawful for you to engage in the business or act in the capacity of a real estate licensee in Idaho without first obtaining a license. Allow 10 business days to process your completed application.

NOTE: Applications are processed in the order received. Updates on the status of license applications will NOT be given over the phone. When your name and license number appear in the Public Database Search on the IREC website, your license has been approved.

1. SOLE PROPRIETORSHIP INFORMATION:

Name of Designated Broker _____

Doing Business As (DBA) name, if any _____

Street address _____

City _____ State _____ Zip code _____

Mailing address _____

City _____ State _____ Zip code _____

Business phone _____ Fax _____

E-mail _____ Website _____

2. DBA REGISTRATION: If applicable, attach a file-stamped copy of a *Certificate of Assumed Business Name* issued by the Idaho Secretary of State. (This certificate may be obtained from the Idaho Secretary of State at www.sos.idaho.gov.)

3. TRUST ACCOUNT: Attach a completed *Trust Account Notification* form (REE-088).

4. NO SEPARATE LICENSE CERTIFICATE WILL BE ISSUED FOR A SOLE PROPRIETORSHIP. SEPARATE E&O INSURANCE IS NOT REQUIRED.

5. DOES THE PROPOSED DB ALREADY HAVE AN IDAHO BROKER LICENSE?

No - **attach a completed license application for the proposed DB**

Yes - what type and status (*check one*) License # _____

<input type="checkbox"/> Designated Broker (active)	<input type="checkbox"/> Associate Broker (active)	<input type="checkbox"/> Inactive Broker	<input type="checkbox"/> Managing Assoc. Broker (active)
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d. If the proposed DB presently holds an active Associate Broker or inactive Broker license, he/she must have completed the Business Conduct and Office Operations course (BCOO) or Idaho Brokerage Management course within the 3 years immediately preceding the date of this request.

Yes No N/A

