



IREC use only

License #: _____
Receipt #: _____
Approved: _____

\$50 BRANCH OFFICE LICENSE APPLICATION \$50

INSTRUCTIONS: Submit this original, completed application form with the required fee and ALL attachments. Applications that are illegible, incomplete, or missing the fee or required attachments will be immediately returned without processing.

The branch office is not licensed until IREC **approves** the license application. It is unlawful for the branch office 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 the 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 the branch office name and license number appear as active status in the License Lookup on the IREC website, the license has been approved.

1. BRANCH OFFICE INFORMATION:

Name of designated broker _____ License No. _____

Brokerage name _____ License No. _____

Main brokerage address _____

_____ city _____ state _____ zip code

Mailing address of branch office _____

_____ city _____ state _____ zip code

Physical address of branch office (if different from above) _____

_____ city _____ state _____ zip code

Branch phone: _____ Branch fax: _____

Branch e-mail: _____ Branch website: _____

2. BRANCH OFFICE MANAGER (BOM):

a. Proposed BOM: _____

b. Does the proposed BOM already have an Idaho broker license?

No - **Attach a completed broker license application for the proposed BOM**

Yes - Provide Idaho broker license number _____

I have completed the Idaho Business Conduct & Office Operations or Brokerage Management course within the 3 years immediately preceding the date of this application (inactive to active DB or AB to DB applicants only).

3. ERRORS & OMISSIONS INSURANCE: (*E&O Insurance must have an effective date on or before the date you submit your application*)

Rice Insurance Services Company (*Commission group policy - attach a copy of the Rice certificate of coverage for the BOM*) - **OR**

Independent Coverage (*attach completed, signed Certification of E&O Coverage form REE-141 or REE-142 showing coverage for the BOM*)

