



**IREC use only**

License #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_  
Approved: \_\_\_\_\_

# SOLE PROPRIETORSHIP LICENSE APPLICATION

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

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 as active status in the License Lookup on the IREC website, your license has been approved.

**1. SOLE PROPRIETORSHIP INFORMATION:**

Name of designated broker \_\_\_\_\_

Brokerage name (DBA) \_\_\_\_\_  
*(a DBA must be registered with the Idaho Secretary of State)*

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Physical address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Business phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

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

- No - **Attach a completed broker license application for the proposed DB**
- 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 Rice certificate of coverage for the DB) - OR*
- Independent Coverage *(attach completed, signed Certification of E&O Coverage form (REE-141) showing coverage for the DB)*

Designated Broker *(signature)* \_\_\_\_\_

Date \_\_\_\_\_

**REQUIRED ATTACHMENTS**

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- \_\_\_\_\_ DBA Registration (attach a file-stamped copy of a *Certificate of Assumed Business Name* issued by the Idaho Secretary of State) (required if operating your brokerage under any name other than just your legal personal name).....
- \_\_\_\_\_ Broker License Application for proposed DB (if not already licensed as a broker in Idaho).....
- \_\_\_\_\_ Trust Account Notification Form (REE-088).....
- \_\_\_\_\_ E&O Insurance certification of coverage for the DB only - separate E&O is not required for a Sole Proprietorship.....

**NOTICE:** Because of rising costs associated with issuing a refund, it is the policy of IREC to refund overpayments of under \$25 only if requested in writing within 30 days of IREC receipt of the overpayment. Overpayments of \$25 or more will be automatically refunded. There is a \$20 fee assessed for each check returned to IREC for insufficient funds.