



**IREC use only**

License #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Approved: \_\_\_\_\_

**\$50 CORPORATION 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.  
**Applications that are faxed/emailed will not be accepted.**

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

**1. CORPORATION INFORMATION:**

Name of Corporation: \_\_\_\_\_

Doing Business As (DBA) name, if any: \_\_\_\_\_  
*(the DBA must be registered with the Idaho Secretary of State)*

Physical address: \_\_\_\_\_

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

Mailing address (if different from above): \_\_\_\_\_

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

Business phone (required): \_\_\_\_\_ Fax: \_\_\_\_\_

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

**2. DESIGNATED BROKER:** Every corporation shall designate and appoint one (1) of its officers to be the Designated Broker (DB) for the corporation.

a. Proposed DB: \_\_\_\_\_  
Name Corporate Title

b. 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). \*Attach a copy of the completion certificate.

**3. Will this company replace an existing company?**

No

Yes - I acknowledge IREC will terminate the existing company named below

Name of Company: \_\_\_\_\_ Lic. No.: \_\_\_\_\_

**4. 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 copies of separate RISC certificates of coverage - 1 for the DB and 1 for the corporation*) - **OR**
- Independent Coverage (*attach completed, signed Certification of E&O Coverage form(s) (REE-141 and/or REE-142) showing coverage for both the DB and the corporation*)

## REQUIRED ATTACHMENTS

*IREC use ONLY*

_____ \$50 license fee (check or credit card authorization form) .....	
_____ List of Officers and Directors (names, titles and addresses of <u>all</u> officers and directors of the corporation).....	
_____ Corporate Registration (attach a file-stamped copy of either the <i>Articles of Incorporation</i> or <i>Certificate of Authority</i> (if a foreign corporation) issued by the Idaho Secretary of State).....	
_____ DBA Registration (if applicable, attach a file-stamped copy of the <i>Certificate of Assumed Business Name</i> issued by the Idaho Secretary of State).....	
_____ Corporate Resolution stating that the proposed DB has full authority to act on behalf of the company, has been named the Designated Broker, and is a director or officer for this corporation.....	
_____ Trust Account Notification Form (REE-088) .....	
_____ E&O Insurance Certification of Coverage form for both the DB and the corporation (part 4).....	
_____ Broker License Application for proposed DB (if not already licensed as an Idaho broker).....	
_____ I have completed the BCOO or Brokerage Mangement course within the previous 3 years (inactive to active DB or AB to DB applicants only).....	

\_\_\_\_\_  
Signature of Proposed Designated Broker

## NOTARY IS REQUIRED

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

I, \_\_\_\_\_, a notary public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_ personally appeared before me who, being by me first duly sworn, declared that he/she is the proposed designated broker and an officer of the \_\_\_\_\_ corporation, that he/she signed the foregoing document on behalf of the corporation, and that the statements therein contained are true.

*notary seal*

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

*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.*