



IREC use only

License #: _____

Receipt #: _____

Approved: _____

\$50 LIMITED LIABILITY COMPANY 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/mailed 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 your company and license number appears on active status in the License Lookup on the IREC website, your license has been approved.

1. LIMITED LIABILITY COMPANY INFORMATION

Name of Limited Liability Company: _____

Doing Business As (DBA) name, if any: _____
(the DBA name 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 limited liability company shall designate and appoint a member or manager to be the Designated Broker (DB) for the limited liability company.

a. Proposed DB: _____
Name _____ LLC 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

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_____ \$50 license fee (check or credit card authorization form)	
_____ List of Members and Managers (names, titles and addresses of <u>all</u> members and managers of the LLC).....	
_____ LLC Registration (attach a file-stamped copy of either the <i>Certificate of Organization of the Limited Liability Company</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).....	
_____ Operating Agreement stating that the proposed DB has full authority to act on behalf of the company, has been named the Designated Broker, and is a member or manager for the Limited Liability Company	
_____ Trust Account Notification Form (REE-088)	
_____ E&O Insurance Certification of Coverage form for both the DB and the company (part 4).....	
_____ Broker License Application for proposed DB (if not already licensed as an Idaho broker).....	
_____ I have completed the BCOO or Brokerage Management 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 a member or manager of the _____ limited liability company, that he/she signed the foregoing document on behalf of the company, 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.