



# BRANCH OFFICE IDAHO REAL ESTATE LICENSE APPLICATION

(208) 334-3285  
(208) 334-2050 FAX

Idaho Real Estate Commission Toll-free in Idaho  
P.O. Box 83720 (866) 447-5411  
633 N. 4th Street  
Boise, ID 83720-0077  
Website: www.irec.idaho.gov

## \$50

## \$50

### IREC use only

License # \_\_\_\_\_  
Date Approved \_\_\_\_\_  
Receipt # \_\_\_\_\_

**INSTRUCTIONS:** Complete this application form, provide all attachments as requested and submit to the Idaho Real Estate Commission (IREC). Please advise IREC of any individuals needing accommodations. Applications that are illegible, incomplete, not accompanied by the proper fee, and/or all attachment(s) WILL BE returned. Checks should be made payable to the **IDAHO REAL ESTATE COMMISSION**. The application/license fee is \$50.

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 your license. Please allow 10 business days to process your completed application.

**PLEASE NOTE:** Applications are processed in the order they are received. Updates on the status of license applications will NOT be given over the phone. You will receive a notification by U.S. Mail when your application has been approved. You may also check the "Licensee Search" section of our website at [www.irec.idaho.gov](http://www.irec.idaho.gov) for status information. When your business name and license number appear on the website, the license has been approved.

### 1. BRANCH OFFICE INFORMATION:

- a. Name of designated broker \_\_\_\_\_
- b. Brokerage name \_\_\_\_\_
- c. Main brokerage address \_\_\_\_\_
- \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code
- d. Physical address of proposed branch office \_\_\_\_\_
- \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code
- e. Mailing address of proposed branch office \_\_\_\_\_
- \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip code
- f. Branch telephone \_\_\_\_\_ g. Branch fax \_\_\_\_\_
- h. Branch e-mail \_\_\_\_\_ i. Branch website \_\_\_\_\_

### 2. Name of proposed Branch Manager \_\_\_\_\_

3. Attach EITHER a completed license application for the branch manager applicant, if he/she is not currently licensed as an Idaho broker, OR a "Notice of Real Estate License Change" form for the branch manager applicant, if he/she is currently licensed as an Idaho broker.

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

5. **LICENSE CERTIFICATE (NOT required):**  NO, I do not request a license certificate  YES, I request a Commission-issued license certificate at a cost of \$15 each. (Add \$15 to the license fee for each certificate. Note: you can print a license free through IREC's online services.)

The undersigned hereby certifies that the answers appearing hereon and on all attachments are true and correct and agrees to conduct business in accordance with the real estate license laws and rules, as they may be amended from time to time.

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_

S \_\_\_\_\_  
E \_\_\_\_\_  
A \_\_\_\_\_  
L \_\_\_\_\_

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

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