



# LIMITED LIABILITY COMPANY

## IDAHO REAL ESTATE LICENSE APPLICATION

REE-147-13  
rev. 04/10

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

Idaho Real Estate Commission  
P.O. Box 83720  
633 N. 4th Street  
Boise, ID 83720-0077  
Website: [www.irec.idaho.gov](http://www.irec.idaho.gov)

Toll-free in Idaho  
(866) 447-5411

### \$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.**

Your company is NOT licensed until IREC **approves** the license application. It is unlawful to engage in the business or act in the capacity of a real estate licensee in Idaho without first obtaining a 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. LIMITED LIABILITY COMPANY INFORMATION:

- a. Name of limited liability company \_\_\_\_\_
- b. Doing business as (DBA) name, if any \_\_\_\_\_
- c. Street address \_\_\_\_\_  
 \_\_\_\_\_  
 city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_
- d. Mailing address \_\_\_\_\_  
 \_\_\_\_\_  
 city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_
- e. Business telephone \_\_\_\_\_ f. Fax \_\_\_\_\_
- g. E-mail \_\_\_\_\_ h. Website \_\_\_\_\_

- 2. **MEMBERS:** Attach a list of names, titles, and addresses of all members.
- 3. **REGISTRATION:** Attach a file-stamped copy of either the *Certificate of Organization of Limited Liability Company* or *Certificate of Authority* (if a foreign limited liability company) issued by the Idaho Secretary of State. (These certificates may be obtained from the Idaho Secretary of State at (208) 334-2300 or [www.sos.idaho.gov](http://www.sos.idaho.gov).)
- 4. **DBA REGISTRATION:** If applicable, attach a file-stamped copy of a *Certificate of Assumed Business Name* issued by the Idaho Secretary of State. (This certificate may be obtained from the Idaho Secretary of State at (208) 334-2300 or [www.sos.idaho.gov](http://www.sos.idaho.gov).)
- 5. **TRUST ACCOUNT:** Attach a completed *Trust Account Notification* form (REE-088).
- 6. **DESIGNATED BROKER:** Every limited liability company shall designate a member or manager to be the designated broker for the limited liability company.
  - a. Name and title of proposed designated broker: \_\_\_\_\_
  - b. Attach a copy of the operating agreement stating that the above named member or manager has been named the designated broker for this limited liability company.
  - c. Attach EITHER a completed license application for the designated broker applicant, if he/she is not currently licensed as an Idaho broker, OR a *Notice of Real Estate License Change* form (REE-010) for the designated broker applicant, if he/she is currently licensed as an Idaho broker.

7. **ERRORS & OMISSIONS INSURANCE:** Separate E&O coverage is required for a licensed limited liability company.

Name of E&O Carrier *(check one)*

Rice Insurance Services Company *(Commission group policy)*

Independent Coverage *(Attach a completed signed Certification of E&O Coverage form (REE-141).)*

8. **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.)*

\_\_\_\_\_  
Limited Liability Company Name *(print)*

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

## 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 limited liability company, and that the statements therein contained are true.

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

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

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**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.