



SOLE PROPRIETORSHIP IDAHO REAL ESTATE LICENSE APPLICATION

(208) 334-3285 Idaho Real Estate Commission Toll-free in Idaho
(208) 334-2050 FAX P.O. Box 83720 (866) 447-5411
633 N. 4th Street
Boise, ID 83720-0077
Website: www.irec.idaho.gov

NO FEE

NO FEE

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 attachment(s) WILL BE returned. **NO FEE REQUIRED.**

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 for status information. When your business name and license number appear on the website, the license has been approved.

1. SOLE PROPRIETORSHIP INFORMATION:

a. Name of Designated Broker _____

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. 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.)

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

4. No separate license is issued for a sole proprietorship.

Designated Broker (*signature*)

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.