



Application for Broker License by Business Entity Information Sheet

**THIS FORM IS FOR AN INITIAL BROKER LICENSE BY A BUSINESS ENTITY.
DO NOT USE THIS FORM FOR RENEWAL.**

BREAK DOWN OF FEES	
TREC Application Fee	150.00
Texas Online Fee	5.00
Real Estate Center at TX A&M	140.00
Recovery Fund Fee	10.00

ALL FEES LISTED ABOVE ARE NONREFUNDABLE AND MUST BE SUBMITTED WITH THE APPLICATION. AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by a single **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to TREC. DO NOT PAY WITH CASH.

IMPORTANT INFORMATION - PLEASE READ CAREFULLY

- A business entity must be permitted to engage in business in Texas to receive a Texas real estate broker license.
- A business entity must designate an active Texas real estate broker to act for it. The designated broker must be a managing officer of the business entity and must be in good standing with the Commission.
- The designated broker must have fingerprints on file with the Department of Public Safety (DPS) for TREC in order to satisfy the statutory requirement for honesty, trustworthiness, and integrity. **Fingerprints on file for other agencies will not be accepted.** Additional information on fingerprinting requirements, including how to schedule an appointment, is available at www.trec.texas.gov.
- All requirements for a license must be met within one year of the application filing date, or the application expires.

Required Documents:

- A current Franchise Tax Account Status page (issued within 21 days prior to the date of this application) must be provided as evidence of being qualified to transact business in Texas. This status page is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS in Austin.
- Proof of the designated broker's current status as a managing officer, manager or managing member, or general partner for the business entity.
 - Examples of acceptable proof of managing authority include the following:*
 - **Corporation:** Corporate Resolution or Meeting Minutes signed by Directors or all Shareholders (must include a copy of Articles of Incorporation and/or Bylaws; Officers and Directors Info from the Franchise Tax Account Status page results; Articles of Incorporation or Certificate of Amendment filed with the Secretary of State's office
 - **Limited Liability Company (LLC):** Operating Agreement signed by all Members; Officers and Directors Info from the Franchise Tax Account Status page results; Certificate of Formation or Certificate of Amendment filed with the Secretary of State's Office; Company Resolution
 - **Partnership:** Partnership Agreement signed by all Partners
- If the designated broker does not own at least 10% of the business entity, proof of E&O insurance for the entity must be provided.
- If the designated broker owns 10% or more of the business entity, proof of ownership must be provided.

Examples of acceptable proof of ownership documents include:

- **Corporation:** Stock Certificates; IRS Schedules K-1, C, or G; Corporate Resolution or Meeting Minutes signed by Directors or all Shareholders (must include a copy of the Articles of Incorporation and/or Bylaws)
- **LLC:** Operating Agreement; IRS Schedules K-1, C, or G
- **Partnership:** Partnership Agreement; IRS Schedules K-1, C, or G

Additional Requirements for Foreign Business Entities:

A business entity created or chartered in another state must submit proof that the business entity:

- is licensed as a broker by the state in which it was created or chartered;
- is licensed as a broker in a state in which it is permitted to engage in real estate brokerage business as a foreign business entity; or
- was created or chartered in a state that does not license business entities and the entity is lawfully engaged in the practice of real estate brokerage in that state.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.



Texas Real Estate Commission

P.O. Box 12188

Austin, Texas 78711-2188

(512) 936-3000 www.trec.texas.gov

APPLICATION FOR:

REAL ESTATE BROKER LICENSE BY A BUSINESS ENTITY

FEE	RECEIPT NUMBER	AMOUNT	\$ TYPE
Application Fee		\$305.00	
App#	File#	Entity #	License #

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

1. License Type: Corporation Limited Liability Company Partnership

2. Name of Business Entity: _____ EIN# _____

A Franchise Tax Account Status page must accompany the application.

A current Franchise Tax Account Status page dated within 21 days prior to the date of the application must be provided with this application as evidence that there is no delinquent tax owed the State under Chapter 171 Tax Code. This Status Page is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS. The business entity must designate an officer, manager or general partner, who is also licensed as an active Texas real estate broker to act for it.

3. Business Address (Fixed Office): **STREET ADDRESS MUST BE DESIGNATED BELOW. (A license will not be issued to a P.O. Box only)**

Number, Street and Apt. No.

City _____ State _____ Zip Code _____ Phone Number _____

Email address _____

4. Mailing Address and Contact Information (Post Office Box may be used):

Number, Street and Apt. No.

City _____ State _____ Zip Code _____

Phone Number _____

5. Has the business been licensed in Texas in the last five (5) years? Yes No

If the answer is "Yes," enter the TREC license number here: _____

6. Has the business entity been licensed as a real estate broker in a state **other than Texas** within the last five (5) years? Yes No

If the answer is YES, you must complete the applicable sections of the Background History Form located at www.trec.texas.gov

7. (a) Is the designated broker's license currently on probated revocation or suspension? Yes No

(b) Has the designated broker served as the designated broker of any business entity that had its license revoked or suspended, including probated revocation or suspension, in the past two years? Yes No

(c) Does the designated broker or another business entity for which the designated broker served as designated broker have any unpaid or past due monetary obligations to the Commission, including administrative penalties or recovery fund payments? Yes No

If the answer to (a), (b), or (c) is YES, the designated broker is not eligible to serve. Select another broker.

8. (a) Are there any unpaid judgments pending against the business entity, its designated broker, or against another business entity for which the designated broker served as designated broker? Yes No

(b) Has the business entity ever had an application for a professional or occupational license disapproved or denied in this state or any other state? Yes No

(c) Are there any disciplinary hearings or investigations pending against any professional or occupational licenses held by the business entity or its designated broker? Yes No

If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at www.trec.texas.gov

9. (a) Has the business entity ever been convicted of a criminal offense? (Include all felonies and misdemeanors other than minor traffic tickets.) Yes No

(b) Has the business entity ever been placed on parole, probation, community supervision, or other deferred adjudication regardless of whether the case was dismissed or discharged? Yes No

(c) Are there any criminal charges pending against the business entity or its designated broker? Yes No

If the answer to (a), (b), or (c) is YES, you must complete the applicable sections of the Background History Form located at www.trec.texas.gov

10. Has the business entity ever acted, or attempted to act, as a real estate broker or sales agent or appraiser in this state or in any other state at a time when not properly licensed? (Include all periods in which you acted either before obtaining a license or after a license may have expired.) Yes No

If the answer is YES, you must complete the applicable sections of the Background History Form located at www.trec.texas.gov

11. List below the name and address of the Corporation President, the Limited Liability Company Manager or the Managing General Partner.

Name _____

Number Street _____ Suite No. _____

City _____ State _____ Zip Code _____

12. Business name(s) to be assumed (if any):

The following four (4) questions pertain to the designated broker of the business entity. If the designated broker does not own at least 10% of the business, attach TREC's Certificate of Insurance for a Broker Business Entity to this application.

13. Full Name of the designated broker:

14. Office held (must be president, vice-president, secretary or treasurer for Corporation or manager for LLC or general partner for partnership):

15. Designated broker's Texas real estate broker license number:

16. Does the designated broker own 10% or more of the business entity? Yes No
If the answer is YES, please provide proof of ownership. If NO, attach TREC's Certificate of Insurance for Broker Business Entity.

CERTIFICATION

We certify that the information reflected in this application is true and correct to the best of our knowledge and that we are authorized to execute this application on behalf of the business entity. We further certify that the business entity has complied with all statutes, rules and regulations required of it to conduct business in this state. We understand that providing answers that are not true, correct, and complete is grounds for disapproval of this application or revocation of the license. We authorize the Texas Real Estate Commission to conduct any investigations of the business entity which it deems prudent. We understand that information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. We further understand that information submitted in conjunction with this application may be subject to public disclosure or inspection in accordance with the Public Information Act (Chapter 552, Government Code). If granted a license, the business entity will abide by the provisions of The Real Estate License Act and the Rules of the Texas Real Estate Commission.

We further certify that the business entity will promptly provide to TREC upon request all business formation, ownership and representative authorization records and changes thereto required to be kept by the business entity by law, including those required by the Secretary of State and the Texas Comptroller.

WE CERTIFY THAT THE BUSINESS ENTITY WILL NOT ENGAGE IN ANY REAL ESTATE BROKERAGE ACTIVITY UNTIL THE TEXAS REAL ESTATE COMMISSION LICENSE CERTIFICATE IS IN THE POSSESSION OF THE BUSINESS ENTITY .

_____ Date Signed	_____ Typed or Printed Name of the Designated Broker of the Business Entity
_____ Signature of the Designated Broker of the Business Entity	
_____ Date Signed	_____ Typed or Printed Name of the Corporation President, the Limited Liability Company Manager or the Managing General Partner
_____ Signature of the Corporation President, the Limited Liability Company Manager or the Managing General Partner	

**IF ALL REQUIREMENTS FOR A LICENSE ARE NOT MET WITHIN ONE (1) YEAR OF THE FILING DATE,
THE APPLICATION WILL EXPIRE.**