

Approved By:

State of Tennessee



Tennessee Real Estate Commission
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Nashville TN 37243-1151
(615)741-2273, (800)342-4031, FAX: (615)741-0313
www.state.tn.us/commerce/boards/trec

TREC Log Number

TRANS	FILE ID

APPLICATION FOR FIRM OR BRANCH OFFICE LICENSE
or Name Change of Existing Firm or Branch

- Application for a New Firm or Branch office: \$100.00
- Application for Name Change of Existing Firm \$10.00. File I.D. Number of Existing Firm: _____

IMPORTANT WARNING NOTICE OF INVESTIGATION

U.S. Public Law 91-508 requires that we inform you that an extensive inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.

ACKNOWLEDGED: _____
(Signature of Principal Broker) (Date of Application)

Note: Each question must be answered completely before any action will be taken on this application. This is a sworn affidavit. False information or misleading statements will subject your license to suspension or revocation. This application is required of all sole proprietors, partnerships, corporations, LLCs, companies, or associations. All changes of name or address require a new application and fee. You are required to give notice of change of any principal broker within 10 days of his release or transfer. Branch offices must each hold a separate firm (Brokers) license and have a full time Principal Broker assigned to supervise all Affiliate Brokers. (This application must be filled out in ink or use typewriter.)

1. FirmName: _____

2. Firm Street Address: _____

(County) (City) (State) (Zip Code)

2a. Firm Mailing Address (If different from above) (P.O. Box ONLY): _____

(City) (State) (Zip Code)

Principal Broker of Firm: _____
(Full Name) (Phone Number) (File I.D. Number)

- 3. Is this the main office or a branch? _____.
- 4. Is applicant a Corporation?____, L.L.C.? _____, Partnership?____, Association?____, Company?____ (Check One)
- 5. If Corporation or L.L.C., date and state originally incorporated: _____
- 6. If Corporation, list all officers, titles, and Tennessee Brokers License Numbers: _____

7. If Partnership, list all partners and Tennessee Broker's License Numbers: _____

8. If Association, explain purpose of Association: _____

9. State names of all persons who are partners, stockholders, or members of the firm who do **NOT** hold Tennessee Real Estate Broker's Licenses. (If Affiliate Brokers, specify name and Affiliate License Numbers.)

10. List all brokers and affiliate brokers who will be affiliated with the firm and their license numbers.

11. If this application is for the purpose of changing the name of the firm, please return old firm license with this form. (A copy of your license should be retained until you receive your new original.)
12. Zoning letter from the proper County or Municipal Authority must be attached. If not required, a letter from the County or Municipal Government is to be attached stating not required.
13. Are you full-time in the Real Estate business? _____ Hours per week. _____
(Yes or No)
14. Do you have another source of income? _____. If yes, give details: _____
(Yes or No)
15. Will the firm have resident managers or rental agents? _____. If yes, give the full name and Tennessee Broker's license number of the property manager: _____
(Yes or No)
16. Has any partner, officer, or member ever been convicted of a felony? _____. If yes, attach separate affidavits of all details. _____
(Yes or No)
17. Has any partner, officer, director, or member ever filed for business or personal bankruptcy? _____. If yes, attach separate affidavits of all details. _____
(Yes or No)
18. Have any complaints, civil suits, judgements or attachments ever been filed against the firm or its principals? _____. If yes, attach separate affidavits of all details.
(Yes or No)
19. Has the firm, any partner, officer, member thereof ever had a real estate affiliate (salesman), broker, firm, or any other type of regulated occupational license with this or any other state or federal licensing authority refused, suspended, revoked or reprimanded? _____. If yes, attach separate affidavits of all details.
(Yes or No)
20. Will the firm be engaged in the Real Estate business exclusively? _____. (If no, give details of other business interest and percentage of time devoted to the Real Estate business.): _____ %
(Yes or No)
21. Does the firm understand that it is fully liable for all professional actions of affiliates and brokers licensed and affiliated with the Principal Broker of the branch or firm? _____
(Yes or No)

AFFIDAVIT

STATE OF _____

COUNTY OF _____

I, _____, the undersigned Principal Broker, after being duly sworn, deposes and says he is the applicant above named or is a member of the partnership, or an officer of the corporation in behalf of which the above application is made hereby swear or affirm that the statements are true in the foregoing application that is made for the purpose of inducing the issuance of the license requested and that the above contains the names of all affiliates, brokers, rental agents, or resident managers associated with me and that I will be fully responsible for collecting all license fees, renewals, and changes of name or address and remitting them to the Offices of the Tennessee real Estate Commission as well as reporting change of status, transfers, retirements, and that I believe that the foregoing application and the answers thereon noted, that such answers, are true to the best of his knowledge except as to the matter therein stated to be alleged upon information and belief and that as to such matter he believes it to be true, and that he personally attached his signature to this affidavit.

Signature of Applicant

Sworn and subscribed to before me.

This _____ day of _____, 20_____.

Notary Public

My Commission expires: _____

If Corporation or L.L.C., attach a copy of Letter of Good Standing From Secretary of State.

FIRM INFORMATION SHEET

A. TO OPEN A NEW FIRM YOU MUST:

- 1a. SUBMIT A COMPLETED FIRM APPLICATION AND HAVE IT NOTARIZED, APPLICATION FEE IS \$100.00.
- 2a. OBTAIN AND SUBMIT A CURRENT ZONING LETTER FROM YOUR LOCAL PLANNING COMMISSION FOR THE NEW FIRM'S BUSINESS ADDRESS.
- 3a. SUBMIT A COMPLETED TREC FORM1 (ITEMS 1-7) TO TRANSFER THE PRINCIPAL BROKER INTO THE NEW FIRM, TRANSFER FEE IS \$25.00. IF THE BROKER IS NOT ALREADY A PRINCIPAL BROKER, THE BROKER MUST SUBMIT THEIR CURRENT WALL LICENSE AND A \$25.00 UPGRADE FEE TO PRINCIPAL BROKER.
- 4a. IF CORPORATION OR LIMITED LIABILITY COMPANY SUBMIT A COPY OF THE FIRM'S CORPORATE CHARTER OR ARTICLE OF ORGANIZATION.
- 5a. ALL INDIVIDUAL LICENSEES MUST CARRY ERRORS AND OMISSIONS INSURANCE. PREMIUM SCHEDULE AND ALTERNATIVE INSURANCE INFORMATION ARE PROVIDED ON OUR WEBSITE AT: www.state.tn.us/commerce/boards/trec
- 6a. OPEN AN ESCROW ACCOUNT IN THE FIRM'S NAME AND COMPLETE THE FOLLOWING INFORMATION (NO MINIMUM DEPOSIT REQUIRED):

NAME OF BANK: _____

ADDRESS OF BANK: _____

NAME OF ACCOUNT: _____

ACCOUNT NUMBER: _____

PRINCIPAL BROKER'S SIGNATURE: _____

NOTICE: IF THE PRINCIPAL BROKER OF THE NEW FIRM IS ALREADY THE PRINCIPAL BROKER OF ANOTHER FIRM NOT AT THE NEW FIRM ADDRESS, ANOTHER PRINCIPAL BROKER MUST BE DESIGNATED FOR THE OLD FIRM BEFORE THE PRINCIPAL BROKER'S TRANSFER CAN BE COMPLETED.

B. TO CHANGE THE NAME OF AN EXISTING FIRM YOU MUST:

- 1b. SUBMIT A COMPLETED FIRM APPLICATION AND HAVE IT NOTARIZED, APPLICATION FEE IS \$10.00.
- 2b. RETURN THE CURRENT FIRM'S LICENSE SO THAT A NEW LICENSE CAN BE ISSUED IN THE NEW FIRM NAME.
- 3b. SUBMIT A COMPLETED TREC FORM1 (ITEMS 1-4) FOR EACH BROKER/AFFILIATE BROKER AFFILIATED WITH THE FIRM. FIRM NAME CHANGE IS \$10.00 FEE FOR EACH LICENSEE.

4b. ESCROW ACCOUNT INFORMATION MUST BE SUBMITTED WITH APPLICATION TO THIS OFFICE EACH TIME APPLICATION IS MADE, EVEN IF IT WAS SUBMITTED WITH THE ORIGINAL APPLICATION, COMPLETE ITEM 6A.

5b. IF CORPORATION OR LIMITED LIABILITY COMPANY, SUBMIT A COPY OF LETTER OF GOOD STANDING FROM THE SECRETARY OF STATE.

C. TO CHANGE THE ADDRESS OF AN EXISTING FIRM YOU MUST:

1c. SUBMIT A COMPLETED TREC1 FORM (ITEMS 1-4), CHANGE OF ADDRESS FEE IS \$50.00.

2c. OBTAIN AND SUBMIT A CURRENT ZONING LETTER FROM YOUR LOCAL PLANNING COMMISSION FOR THE NEW FIRM'S BUSINESS ADDRESS.

NOTICE: ALL INFORMATION MUST BE COMPLETED AND SUBMITTED TO THIS OFFICE IN ORDER TO COMPLETE EITHER OF THE ABOVE REQUESTS. FAILURE TO SEND ALL INFORMATION AND/OR FEES WILL RESULT IN A DELAY IN PROCESSING. PLEASE ALLOW 10 TO 12 WORKING DAYS TO PROCESS YOUR REQUEST.

IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CALL THE TREC OFFICE AT 1-800-342-4031 OR 615-741-2273 FOR ASSISTANCE.