



TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188
www.trec.texas.gov (512) 936-3000

APPLICATION FOR BROKER LICENSE BY A BUSINESS ENTITY

(PLEASE READ ALL INFORMATION CAREFULLY)

**IF THE BUSINESS ENTITY HELD A TEXAS BROKER LICENSE DURING THE PRECEDING SIX MONTHS, CONTACT THE COMMISSION FOR THE CORRECT APPLICATION FORM.
DO NOT USE THIS FORM**

The Real Estate License Act requires a business entity (corporation, LLC or partnership) to be licensed as a real estate broker if the business entity provides brokerage services. The attached form may be used by a business entity in applying for a Texas Real Estate Broker license.

A corporation is required to designate one of its officers to act for it. An LLC is required to designate a manager to act for it. A general partner of a partnership is required to be designated to act for it. For the application to be approved and a license issued, the designated officer, manager or partner must be individually licensed as an active Texas real estate broker (designated broker) and will have the authority to act as a real estate agent on behalf of the business entity.

A business entity chartered in a state other than Texas may obtain a Texas broker license, but to be eligible to apply it must be licensed as a real estate broker by the state of its incorporation or organization or by the state in which it is permitted to engage in real estate brokerage as a foreign business entity. The business entity must procure from the agency which administers such laws in the other state a certificate recognizing the standing of the business entity in that state and file the certificate as part of its Texas application. A business entity which is not licensed in the state of its incorporation or organization must also apply for a Texas license upon proof that such state does not license business entities as brokers and that the business entity is lawfully engaged in the practice of real estate brokerage in the other state, as well as meet all other requirements to apply for a Texas license.

A current "Certificate of Good Standing" (issued within 21 days prior to the date of this application) must be provided with this application. This certificate is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS in Austin.

1. An application by a business entity cannot be approved unless its designated broker is individually licensed as an active Texas real estate broker. If the designated broker does not own at least 10% of the entity, the entity must maintain E&O insurance in the amount of \$1 million. Attach BE COI-0, Certificate of Insurance for a Broker Business Entity to the application if applicable. If the designated broker owns 10% or more of the entity, please provide proof of ownership, such as a resolution, minutes or other official record of the business entity.

2. FEES REQUIRED WITH A REAL ESTATE BROKER APPLICATION BY A BUSINESS ENTITY.

Application Processing Fee as follows:

\$123.00	TREC Application Fee for LLC
\$20.00	Real Estate Research Center at Texas A&M University
\$143.00	TOTAL
\$10.00	Recovery Fund Fee (if not previously paid)
\$20.00	Paper filing fee for any application available online.

ALL FEES MUST BE SUBMITTED AT THE TIME OF FILING THE APPLICATION.

3. **ALL REQUIRED FEES MUST BE SUBMITTED WITH THE APPLICATION.** AN APPLICATION SUBMITTED WITHOUT THE APPROPRIATE FEES WILL BE REJECTED AND RETURNED. All fees should be paid by **CASHIERS CHECK, PERSONAL CHECK OR MONEY ORDER** payable to the Texas Real Estate Commission. **DO NOT PAY WITH CASH.**

4. Filing an application authorizes an investigation of the applicant's background. Information revealed in an investigation may be cause for disapproval of an application even though other requirements for a license are met.

NOTE: An incomplete application will not be returned for completion. If the application is incomplete, a letter will be mailed requesting that the deficiency be remedied.

5. Fingerprints for this license will be required from the designated broker of the business entity. An applicant who has not been previously fingerprinted for TREC must pay a fee to DPS to get fingerprinted and satisfy the statutory requirement for honesty, trustworthiness and integrity. **Each licensee is required by law to have fingerprints on file with the Department of Public Safety (DPS) for TREC. Fingerprints on file for other agencies will not be accepted.** The license will issue once all licensing requirements are met and TREC receives confirmation from DPS that the applicant's fingerprints are on file. The applicant will be required to pay a fee for a background check with each renewal. The applicant must present a completed FAST Pass at the time of fingerprinting. For directions on how to download the FAST pass and make an appointment to get fingerprints taken go to <http://www.trec.texas.gov/fastpass>. The digital fingerprinting process may take up to 10 days, so plan accordingly. An applicant must pay a license application fee AND a fingerprint fee.

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

NOTE

State law prohibits the agency from renewing a license after a licensee has defaulted on a student loan guaranteed by the Texas Guaranteed Student Loan Corporation (TG) unless the licensee has entered into a repayment agreement with TG. **YOU SHOULD CONTACT TG BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. A renewal may be declined if this agency has received information from TG that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at:

**Texas Guaranteed Student Loan Corporation
P.O. Box 83100
Round Rock, TX 78683-3100
Telephone: 1-800-252-9743**

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.**



REAL ESTATE BROKER LICENSE BY A BUSINESS ENTITY

FEE	RECEIPT NUMBER	AMOUNT	MONEY TYPE
Application Fee		\$143.00	
Recovery Fund Fee		\$10.00	
Paper Filing Fee		\$20.00	

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 "Certificate of Good Standing" must accompany the application.

A current "Certificate of Good Standing" 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 certificate is available from the TEXAS COMPTROLLER OF PUBLIC ACCOUNTS. The business entity must designate an officer, manager or partner to act for it who is licensed as an active Texas real estate broker.

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 _____ Area Code _____ Phone Number _____

FAX Number: _____

Area Code _____ Phone Number _____ E-mail Address _____

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

Number, Street and Apt. No.

City _____ State _____ Zip Code _____ Area Code _____ Phone Number _____

FAX Number: _____

Area Code _____ Phone Number _____ E-mail Address _____

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 <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.

This document is available on the TREC website at www.trec.texas.gov

7. (a) Has the business entity or its designated broker ever had a professional or occupational license in this state or any other state suspended, canceled or revoked, or ever surrendered such a license? Yes No

(b) Has the business entity or its designated broker 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 <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.

8. Are there any unpaid judgments pending against the business entity or its designated broker? Yes No

If the answer is YES, you must complete the applicable sections of the Background History Form located at <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.

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

(b) Has the business entity or its designated broker ever been placed on parole, probation or community supervision (also known as 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 <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.

10. Has the business entity or its designated broker ever acted, or attempted to act, as a real estate broker or salesperson 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 <http://www.trec.texas.gov/pdf/forms/miscellaneous/BackgroundHistory.pdf>.

11. List below the name and address of the Corporation President, the Limited Liability Company Manager or the Managing 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 BE COI-0 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):

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 to question #16 is yes please provide proof of ownership, if no attach BE COI-0.

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 all information submitted in conjunction with this application may become a public record. 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 .

Typed or Printed Name of the Designated Broker of
the Business Entity

Signature of the Designated Broker of the Business Entity

Date

Typed or Printed Name of the Corporation
President, the Limited Liability Company Manager
or the Managing Partner

Signature of the Corporation President, the Limited Liability Company Manager or the
Managing Partner

Date