



REAL ESTATE COMPANY/BRANCH REGISTRATION

State of Utah
Department of Commerce
Division of Real Estate

Complete, sign, and submit this **form** along with the **items listed below** by fax, mail, email, or in person.

APPLICATION FOR: Company Branch Property Management New

Entity Name: _____

Physical Address: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

***To be completed by Division Staff ***
New Entity Lic. #: _____

Principal/Branch/Dual Broker: _____

License #: _____ Phone: _____ Mobile: _____

Email: _____

-Do not provide credit card information on this form-
Please call the Division to make a credit card payment.

If paying by check,
mail check payment with application to :160 E. 300 S., 2nd Floor, SLC, UT
84111 or PO Box 146711, SLC, UT 84114-6711
Make checks payable to: Utah Division of Real Estate.

- Company – include: (Refer to Real Estate Company/Branch Registration Checklist for more details)
 - Entity must be registered with the Utah Division of Corporations prior to submitting this form.
 - Change Card for the Company’s Principal Broker.
 - Documentation from a Utah bank or credit union less than 30 days old verifying an operating account.
 - Notarized letter on company letterhead authorizing the Broker to use the company name. *(Note: This is not required if the broker is the owner.)*
 - Documentation from a Utah bank or credit union less than 30 days old verifying a real estate trust account or property management account, if applicable, on which the Principal Broker is a signatory.
 - \$200 non-refundable fee
- Branch – include:
 - Change Card for the Branch Broker
 - Documentation from a Utah bank or credit union less than 30 days old verifying a real estate trust account on which the Branch Broker is a signatory. (Proof of account not required if same account as main office.)
 - Documentation from a Utah bank or credit union less than 30 days old verifying a real estate trust account or property management account, if applicable, on which the Branch Broker is a signatory.
 - Notarized letter on company letterhead authorizing the Branch Broker to use the company name. *(Note: This is not required if the broker is the owner.)*
 - \$200 non-refundable fee

I hereby certify that the information provided with this application is true and correct.

Principal Broker Signature _____ Date _____

Branch Broker Signature _____ Date _____