



500 James Robertson Parkway  
Nashville, TN 37243  
Tel: 615-741-2241  
<http://www.tn.gov/commerce/>

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|---------------------|-------|
| FOR OFFICE USE ONLY |       |
| LICENSE TYPE        | 2502  |
| TRANS TYPE          | 1010  |
| FILE NUMBER         | _____ |
| ENTITY NUMBER       | _____ |
| APPLICATION NUMBER  | _____ |
| AMOUNT PAID         | _____ |

**FIRM OR BRANCH OFFICE APPLICATION**

Only applicants with complete applications are eligible for consideration. You may attach additional pages as necessary. Please type or print clearly in ink. Checks should be made payable to the Department of Commerce & Insurance.

Send the completed application to:

**Attn: TN Department of Real Estate**  
**The Department of Commerce & Insurance**  
**500 James Robertson Parkway**  
**Nashville, TN 37243**

**Section One:** Applicant Identification and eligibility verification

Applicant Firm Name: \_\_\_\_\_

Are you currently licensed? Yes/No \_\_\_\_\_ If Yes, License Number \_\_\_\_\_

Federal EIN \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

City State Zip Code

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Approved By:



Tennessee Real Estate Commission

500 James Robertson Parkway Suite 180
Nashville TN 37243-1151
(615)741-2273, (800)342-4031, FAX :( 615)741-0313
http://www.tn.gov/commerce/regboards/trec

TREC Log Number

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

TRANS 1010

FILE ID

Application for a New Firm or Branch office: \$100

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) Firm Name:
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)
3) Principal Broker of Firm:
(Full Name) (Phone Number) (File I.D. Number)
4) Is this the main office or a branch?
5) Firm E-Mail Address
6) Is applicant a Corporation? , L.L.C.? , Partnership? , Association? , Company?
7) 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.)

- 8) 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.
- 9) 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 OR A FIRM REAPPLICATION YOU MUST:**

- 1a. SUBMIT A COMPLETED FIRM APPLICATION AND HAVE IT NOTARIZED, APPLICATION FEE IS \$100.
- 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 FORM 1 (ITEMS 1-7) TO TRANSFER THE PRINCIPAL BROKER INTO THE NEW FIRM, TRANSFER FEE IS \$25. IF THE BROKER IS NOT ALREADY A PRINCIPAL BROKER, THE BROKER MUST SUBMIT THEIR CURRENT WALL LICENSE AND A \$25 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: <http://www.tn.gov/commerce/regboards/trec/rules-and-laws>
- 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.
- 2b. RETURN THE CURRENT FIRM'S LICENSE SO THAT A NEW LICENSE CAN BE ISSUED IN THE NEW FIRM NAME.
- 3b. 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.
- 4b. IF A 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 TREC2 FORM (ITEMS 2,4&5) CHANGE OF ADDRESS FEE IS \$50.

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.

**CONSENT TO JURISDICTION**  
**(Must be completed for Non-Resident Firm)**

Underline or Circle legal form of Applicant: Sole Proprietorship, Partnership, Corporation,  
Limited Liability Company (L.L.C.), Association or other\_\_\_\_\_

\_\_\_\_\_  
(Name of Applicant for a Non-Resident Real Estate Firm License)

The above named applicant, being a non-resident of the State of Tennessee, as a part of its application for license as a real estate firm in the State of Tennessee, does hereby irrevocably consent that suit may be commenced against it within the State of Tennessee for any cause of action arising against it, growing out of its acts or omissions as a real estate firm within the State of Tennessee. For this purpose, the said applicant does hereby irrevocably constitute as its agent for the acceptance of service or process, the Executive Director of the Tennessee Real Estate Commission and/or the Secretary of State of the State of Tennessee, and hereby agrees and consents that suit may be commenced against said applicant Tennessee in which said cause of action may arise or in which plaintiff resides by service of process upon the undersigned's duly constituted agent, and agrees that such service of process will be as valid and binding upon said applicant as if personal service has been had on said applicant within the State of Tennessee.

\_\_\_\_\_  
SIGNATURE OF APPLICANT or AUTHORIZED  
OFFICER, DIRECTOR, PARTNER or MEMBER

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, personally appeared

\_\_\_\_\_  
(Please Print or Type Name of Applicant or Authorized Officer, Director, Partner or Member)

who acknowledge that they signed the above instrument for the purpose contained therein.

Witness my hand and seal, this date, at \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT or AUTHORIZED  
OFFICER, DIRECTOR, PARTNER or MEMBER

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_