



LOUISIANA REAL ESTATE COMMISSION

Post Office Box 14785

Baton Rouge, LA 70898-4785

(225) 925-1923 or (800) 821-4529 (LA only)

## Initial Branch Office License Application

Initial License Fee ..... \$45.00

Personal checks, company checks, cashier's checks, and money orders are accepted. Make fees payable to the Louisiana Real Estate Commission. Please do not send cash through the mail.

In accordance with Chapter 23 of the LREC Rules and Regulations, an office established for conducting any real estate license activity at an address other than the registered address of the broker, wherein the name and telephone number of the broker or agency is advertised in any way, shall be considered a branch office and shall be licensed as such.

### 1. LICENSEE REQUESTING A BRANCH OFFICE LICENSE

Provide the name of the individual, corporation, partnership, or limited liability company broker that is requesting a real estate license for an additional location of the registered main office.

Name: \_\_\_\_\_

License number: \_\_\_\_\_

Registered main office street address: \_\_\_\_\_

City, state, zip+4: \_\_\_\_\_

### 2. PROPOSED BRANCH OFFICE LOCATION

Street address: \_\_\_\_\_

City, state, zip+4: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip+4: \_\_\_\_\_

Phone number: \_\_\_\_\_

### 3. DESIGNATION OF BRANCH OFFICE MANAGER

Every branch office shall be under the direct supervision of a licensed individual broker who shall be designated in writing as the branch office manager. A copy of the designation shall be submitted to the commission within five days following the date of the original designation or any changes thereto. Nothing shall preclude a sponsoring broker from acting as the branch office manager for one or more branch offices. A broker designated as a branch office manager shall be subject to the duties and penalties prescribed for sponsoring brokers in R.S. 37:1430 et seq.; however, this shall not relieve the sponsoring broker of the ultimate responsibility for the branch office operation.

Name of designated branch office manager: \_\_\_\_\_

License number: \_\_\_\_\_

### ACKNOWLEDGEMENTS

By signature below, I hereby acknowledge that I am the designated branch office manager for the herein named branch office location.

**Signature of designated branch office manager:** \_\_\_\_\_

I acknowledge that I am the sponsoring or qualifying broker for the licensee requesting a branch office license, and by signature below I hereby request that a real estate license be issued to the proposed branch office location.

**Signature of sponsoring or qualifying broker:** \_\_\_\_\_