

KENTUCKY REAL ESTATE COMMISSION

10200 Linn Station Road Suite 201

Louisville, KY 40223

Phone: 502-429-7250 or 888-373-3300 Fax: 502-429-7246 www.krec.ky.gov

OPENING A NEW OFFICE

A \$10 fee must be submitted with this request. Make your check or money order payable to the KREC. Cash and credit/debit cards are not accepted. Activation of an escrowed license requires proof of continuing education in addition to submitting payment of the Errors & Omissions Insurance premium or proof of private coverage.

If you are affiliated with another principal broker, your license must be released and returned to the Commission before this change can be processed. Attach a letter of acceptance or the completed *Transfer/Acceptance Request, document #200*, to accept licensees who will also be affiliating with this new office.

Broker's Name: _____ License No.: _____

Real Estate Firm Name: _____

Street Address: _____ City: _____ State: _____ Zip _____

Email Address: _____ Office Phone No.: _____

Please circle one. This firm is a: sole proprietorship corporation partnership LLC Business Trust

If you circled corporation, partnership, Limited Liability Company or Business Trust, you MUST include a copy of your "**Certificate of Existence**" from the Kentucky Secretary of State's Office. You may contact the Secretary of State at 502-564-3490 or www.sos.ky.gov.

If you circled sole proprietorship and you are using a name other than your proper name, you MUST include a copy of your Registration from the County Clerk's Office where you are a resident. County clerk information can be found at <http://elect.ky.gov/countyclerks.htm>.

If you circled sole proprietorship and you are using your proper name, you do not need to register with the Secretary of State's Office or the County Clerk's Office.

You should consult with an attorney about the appropriate legal entity for your brokerage. The Commission can not give you advice on what legal entity to establish for your brokerage.

Please check and complete one of the following: (*not applicable to offices located outside Kentucky*)

This office is located in an incorporated area of _____
County (Kentucky Counties Only)

This office is located within the city limits of _____
City (Kentucky Cities Only)

Principal Broker's Signature

Date

ESCROW ACCOUNT VERIFICATION

(must be completed by the Kentucky bank handling the account)

Bank Name

Firm Name and Account Number

Bank Address (must be in Kentucky)

City State Zip Code

Bank Official's Title

Bank Official's Signature