



# 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 \_\_\_\_\_