



## BRANCH OFFICE LICENSE APPLICATION

**Most Companies, except Sole Proprietorships, are required by law to register or be qualified with the office of Secretary of State in Alabama. Please call 334-242-5324 for further information.**

Complete this application online and print it for submission OR print the application and complete it in black or blue ink. **Make check payable to the Alabama Real Estate Commission and mail it with the application to Alabama Real Estate Commission, 1201 Carmichael Way, Montgomery, AL 36106.** Complete forms are normally processed within 3 business days. Once processed, the new licenses will be available for printing by the Qualifying Broker from the Commission's website, arec.alabama.gov, under the Qualifying Broker's login.

**\$170.00 for license issued between 10/01/2022 and 09/30/2023**  
**\$ 85.00 for license issued between 10/01/2023 and 09/30/2024**

*If licensees are transferring into this branch, submit a Real Estate Commission Licensee Transfer Form and \$25 transfer fee. If licensees are activating a license into this branch, submit an Application for License Activation Form and \$25 activation fee.*

Branch Office Name \_\_\_\_\_

Branch Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Branch Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Name of Branch Qualifying Broker \_\_\_\_\_ License Number \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Main Office Name \_\_\_\_\_

Main Office Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main Office License Number \_\_\_\_\_ Main Office Phone \_\_\_\_\_

**Consent is hereby given for \_\_\_\_\_ to be licensed as the qualifying broker for the branch office established above.**

Name of Qualifying Broker for Main Office <i>(Please print)</i>	License Number
Signature of Qualifying Broker for Main Office	Date

**Responsibility is hereby accepted for the actions covered by the Alabama Real Estate License Law of any and all salespersons and associate brokers whose licenses are issued to the Branch Office.**

Signature of Qualifying Broker for Branch Office	Name of Qualifying Broker for Branch Office <i>(Please print)</i>	Date
--	---	------