



BROKER COMPANY PRE-LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a broker company license. This checklist is for your use and does not have to be submitted to the Louisiana Real Estate Commission (LREC).

Obtaining a company license is not mandated by the LREC.

- Step 1:** Register your company with the [Louisiana Secretary of State's Office](#).
 - If you intend to do business under any name other than the legal registered name of the company, you must register the name you wish to use as a Trade Name with the Secretary of State's Office. *Example: ABC Real Estate, LLC doing business as ABC Real Estate must register ABC Real Estate as a Trade Name.*

- Step 2:** You must complete the [Broker License Application for Corporation/Partnership/Limited Liability Company](#) form.
 - Page 2 of this form requires that you attach a copy of your Secretary of State registration certificate and a corporate resolution. View a [sample corporate resolution](#).

- Step 3:** Turn in proof or payment of your Errors and Omissions Insurance coverage. Company licenses are separate from individual broker licenses and require separate E&O Insurance.
 - You can purchase your E&O Insurance through the LREC group policy by remitting payment in the appropriate amount based on the pro-rated premium chart.
 - You can also choose to purchase your E&O from a source other than the LREC group policy. If you choose this option, you will need to complete and turn in an Independent Errors and Omissions Insurance form. You will also need to furnish a declarations page from your insurer.