

Louisiana Real Estate Commission
State of Louisiana
Office of the Governor

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

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: _____

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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 supervising 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 supervising brokers in R.S. 37:1430 et seq.; however, this shall not relieve the supervising 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 supervising 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 supervising or qualifying broker: _____