

Louisiana Real Estate Commission  
State of Louisiana  
Office of the Governor

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

## BROKER COMPANY PRE-LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a broker or associate broker 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.
  - The designated qualifying broker for a company license must be an individual broker and cannot be an associate broker. If the designated qualifying broker is currently licensed as an associate broker, they must complete the following steps to become an individual broker:
    - a) Submit a [Termination of Supervision](#) form and a [Transfer License to New Broker](#) form. On the Transfer License to New Broker form, the license number of the broker goes in Part I and Part II on this form, no company information goes on this form.
    - b) Remit \$35.00 fee. This is separate from the Broker Company application fees.
  - 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 resolution](#).
- **Step 3:** Turn in proof of 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 Insurance 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.