

You must register your office

To become licensed as a Real Estate Broker, you must also register your office. You must inform the Commission of **any** changes after you open for business. The "Real Estate Office Registration" form is provided by the Real Estate Commission for this purpose.

To open a new main or branch office:

- Check the box at the top of the page which states "Opening New Office."
- Complete the section indicating the type of office: "Main" or "Branch"
- Complete the Affidavit of Broker Statement. Your signature must be notarized.
- Pay the appropriate fee.

To register changes to your existing office:

- Check the box(es) which identify the information being changed at the top of the page which states "Office Changes."
- Provide the correct new information in the appropriate "Main" or "Branch" section.
- Complete the Affidavit of Broker Statement. Your signature must be notarized.
- Pay the appropriate fee.

If the new office is a partnership, limited liability company, or a corporation:

You must also submit a "Partnership Affidavit," a "Limited Liability Company Affidavit," or a "Corporate Affidavit." This form is also provided by the Commission.

Complete the form that applies to your business organization.

Partnership:

- Complete the affidavit form giving all requested information about the partnership and designating the broker.
- Each partner must complete a signature block, and each signature must be notarized.

Limited Liability Company

- Attach a list of all organizers and manager, if applicable.
- The Limited Liability Company Affidavit may be signed by all members or a manager if so designated.

Corporation:

- Attach a list of all corporate officers and directors.
- The "Corporate Resolution to Name the Broker" may be signed by any corporate officer. The signature must be notarized.
- The corporate resolution naming the broker must be reflected in the minutes of the board meeting. The minutes need not be submitted to the Commission.

Alaska Real Estate Commission Fee Schedule – Office Actions

Type of Action	Fee
Open new office – main or branch	\$100
Change of business name	\$50 for each licensee in office
Change of Broker	\$50 for each licensee in office
Change of Associate Broker in Charge of branch office	\$50 for each licensee in office
Change form of business (Sole Proprietorship to Partnership or Corporation, or vice versa) – <i>This change requires the closing of the office under the “former” ownership and opening a new office under the “new” ownership. *This change would require all licensees in the “former” office to transfer their licenses to the “new” office. See “Application to Change License Status”.</i>	\$100
Register new trust account information	-0-
Close office	-0-
Broker returning license of Associate Broker or Salesperson to Commission	-0-

DEPARTMENT OF COMMERCE COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATION BUSINESS AND PROFESSIONAL LICENSING
REAL ESTATE COMMISSION
550 West 7th Avenue, Ste. 1500
ANCHORAGE, ALASKA 99501-3567
Telephone: (907) 269-8162 ★ Fax (907) 269-8156
E-mail: license@alaska.gov

FOR OFFICE USE ONLY

OFFICE REGISTRATION

Fee: \$100.00 for initial office registration. Attach List of Licensee Names and License Numbers

Opening New Office

- Main Office
Branch Office
Referral Office

Type of Organization

- Sole Proprietorship
LLC (Attach LLC Affidavit)
Partnership (Attach Partnership Affidavit)
Corporation (Attach Corporation Affidavit)

Number of Licensees: _____

MAIN OFFICE

Business Name: _____ Telephone Number: _____

Owner of Business: _____
(Print the name of Sole Owner, Corporation, LLC or LLP as applicable)

(If applicable) Corporation Entity #: _____ Partnership #: _____ or LLC Entity # _____

Physical Location: _____ City: _____ Fax Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Trust Account Name: _____ Number: _____

Bank Name: _____ Branch: _____

Broker of Record: _____ License Number: _____
(Please PRINT)

BRANCH OFFICE

Business Name: _____ Telephone Number: _____

Owner of Business: _____
(Print the name of Sole Owner, Corporation, LLC or LLP as applicable)

(If applicable) Corporation Entity #: _____ Partnership #: _____ or LLC Entity # _____

Physical Location: _____ City: _____ Fax Number: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Trust Account Name: _____ Number: _____

Bank Name: _____ Branch: _____

Associate Broker in Charge: _____ License Number: _____

Associate Broker Signature: _____ Date: _____

AFFIDAVIT OF BROKER STATEMENT

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge. I understand that any false or misleading information may result in suspension or revocation of my license.

Date: _____ Broker of Record: _____ (Broker Signature)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, _____.

Notary Public for the State of _____
My Commission Expires: _____

Limited Liability Company Affidavit

Please print or type

Name of Limited Liability Company

is a limited liability company by virtue of the Articles of Organization executed in accordance with AS 10.50 on _____, _____, at _____ City _____ State. By action of the members,

Name of Broker License Number
has been named Broker-in-Charge of the office registered with the Real Estate Commission as

Name of Company with

authority to manage all of the business conducted by the company which requires a real estate license according to AS 08.88.171.

Broker Signature: _____, SUBSCRIBED AND SWORN TO before me this ____ day of _____, _____, at _____, Alaska.

SEAL

Notary Public for the State of Alaska
My Commission Expires: _____

LLC Manager Signature: _____, SUBSCRIBED AND SWORN TO before me this ____ day of _____, _____, at _____, Alaska.

SEAL

Notary Public for the State of Alaska
My Commission Expires: _____

08-4005a

Partnership Affidavit

Please print or type

Name of Partnership

is a partnership by virtue of a partnership agreement executed on

_____ at _____
Date City State

By action of the partners,

Name of Broker

has been named Broker-in-Charge of the partnership real estate office registered as

Each partner must sign this application, and each signature must be notarized.
If additional signature blocks are needed, photocopy this form and attach.

Name of Partner: _____

License No.: _____ Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

SEAL

Notary Public for the State of Alaska
My Commission Expires: _____

Name of Partner: _____

License No.: _____ Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

SEAL

Notary Public for the State of Alaska
My Commission Expires: _____

Corporation Affidavit

Please print or type

Attach a list of all officers and directors. The corporate resolution naming the broker must be reflected in the minutes of a board meeting.

CORPORATE RESOLUTION TO NAME BROKER

Be it resolved by the action and authority of the Board of Directors of

Name of Corporation

that

Name of Broker

License Number

has been designated Broker-in-Charge of the corporate real estate office in compliance with AS 08.88.161 and 12 AAC 64.065, the provisions of which are incorporated in this resolution by reference.

Signature of Corporate Officer

Affidavit

State of Alaska

On this ____ day of _____, _____, at _____, Alaska,

_____, known or identified to me as the person or persons who executed this resolution, appeared before me and acknowledged this resolution to be (his) (her) (their) free and voluntary act and did swear upon oath that all statements made in this resolution are true and correct.

In witness, I set my hand and affix my seal on the day and year above written.

SEAL

Notary Public for the State of Alaska

My Commission Expires: _____