



# Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE  
Suite 1000 - International Tower  
Atlanta, GA 30303-1605  
Phone: 404-656-3916  
Fax: 404-656-6650  
Email: grecmal@grec.state.ga.us

## Open a Firm Application

This form can be filled out on-line. Print TWO copies: one to sign and submit for processing and one for your records. If a fee and/or documentation are required, attach to the application and mail to the address above. The license is issued for (4) years. Once the completed application, including all supporting documents, is received the license will be issued within 15 business days. An application requiring background investigation will require additional time to process. Incomplete applications will be returned unprocessed and result in a \$25.00 charge.

- For the Broker: Attach a notarized **Lawful Presence Verification** form and a Secure and Verifiable Document, as detailed on our website. **(If not already on file with GREC)**
- Include a non-refundable, license fee paid by a **cashier's check or money order for \$275.00 made payable to the Georgia Real Estate Commission**. This is an additional fee to the fee required for an individual Broker License.
- For the Broker: Attach a **Georgia Criminal Information Center report (GCIC)** if you are a Georgia Resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. **Any** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence **not** reflected on the report.
- Attach supporting documentation, *if required*, in section **B** and **D**.
- Resident Firms**  
Corporation- attach a **Certificate of Incorporation\***      Limited Partnership- attach a **Certificate of Partnership\***  
LLC- attach a **Certificate of Organization\***                      General Partnership- attach a **Partnership Agreement**
- Non- Resident Firms**  
Corporation- attach a **Certificate of Authority\***                      Limited Partnership- attach a **Certificate of Authority\***  
LLC- attach a **Certificate of Authority\***                      General Partnership- attach a **Partnership Agreement**  
**\*Obtain from the Georgia Secretary of State's office**
- If the Broker needs to become licensed in Georgia, submit a 'Real Estate Reciprocal Application' along with this application. **Reciprocal applicants do not complete section B.**

## Section A

## Firm Information

Company Type:

Residency Status:

Firm Name:

**Note:** Firm Name for a Sole Proprietorship must include the **Broker's First and Last Name** OR Attach a copy of the **Registered Trade Name Certification**  
Firm Name for a Corporation or LLC must match the Certificate of Organization or Authority OR Attach a copy of the **Registered Trade Name Certification**

Registered Trade Name:

If a franchise, both the firm name and the franchise name must appear in the registered name. The trade name must be registered in each county where the firm will do business.

### FOR OFFICE USE ONLY

Rec Dt	Rec By	Fee	Proc By & Proc Date	Codes	PLS	PI	INV	LIC#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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<b>Business Address:</b>	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
County:	<input type="text"/>	Business Phone:	<input type="text"/>		
<b>Mailing Address:</b>	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>
County:	<input type="text"/>	Alternate Phone:	<input type="text"/>		
Email:	<input type="text"/>				

## Section B

## BROKER INFORMATION

GA Licensed Brokers Only

Broker Name:  GA License Number:

### ANSWER QUESTION (1) THEN FOLLOW THE INSTRUCTIONS UNDER THE QUESTION

(1) Does the Broker need to activate an inactive Georgia License?  YES  NO  
If Yes, *PROCEED TO SECTION C* If No, proceed to # 2

(2) Does the Broker currently operate any Firm(s) other than the one on this application?  YES  NO  
If Yes, proceed to # 3  
If No, proceed to # 4

(3) Will the Broker remain the Broker of the Firm(s)?  YES  NO  
If Yes, proceed to # 4  
If No, a *Change of Qualifying Broker / Firm Change Application must be submitted with this form*

(4) Is the Broker currently affiliated, as an Associate Broker, with another Firm in Georgia?  YES  NO  
If Yes, proceed to # 5  
If No, *PROCEED TO SECTION C*

(5) Will the Broker continue to be affiliated with this Firm as an Associate Broker?  YES  NO  
If Yes, proceed to # 6  
If No, proceed to # 7

(6) You must have notified your Broker in writing, that you will be the Broker of the Firm listed on this application.  
[Rule 520-1-07(4)] *PROCEED TO SECTION C*

(7) The Broker of the Firm where you are an Associate Broker, **must release** you from that Firm by completing and signing in this section. *PROCEED TO SECTION C*

Firm Name:  Firm License :

Print Name of Broker:  Office Phone :

Broker's Signature:  Date:



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## Section C Escrow / Trust Account

(1) Will this applicant company and its agents receive real estate escrow / trust funds?

If **YES**, complete the required Escrow / Trust Account information at # 2

YES  NO

If **NO**, sign and date the waiver at # 3.

### (2) ESCROW / TRUST ACCOUNT INFORMATION

By law, all escrow / trust accounts must be federally insured checking accounts and used only to deposit the funds of others in real estate brokerage transactions.

Institution Name:

Account Number:

### (3) ESCROW / TRUST ACCOUNT WAIVER

I, the undersigned broker, do hereby certify that (1) this firm has no plans to hold trust funds in any real estate brokerage transaction and (2) if this firm does become the custodian of any escrow / trust funds in a real estate brokerage transaction, I shall see that the required escrow / trust account is opened within one business day of the receipt of such funds and immediately notify the Georgia Real Estate Commission.

Brokers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### (4) FIDELITY BOND OR INSURANCE COVERAGE - (Only Firms that provide Community Association Management)

Firms that provide community association management services and collect, maintain, control, have access to, or disburse community association funds must be covered by a fidelity bond or fidelity insurance if those funds at any time total more than \$60,000.00. That coverage must be for an amount at least equal to three months' assessments due from all members of the association or associations managed plus any reserves that the association or associations require the broker to maintain. If the firm currently provides such coverage, list coverage below:

Institution Name:

Bond or Policy  
Number:



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## Section D

## Background Information

**Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at [www.grec.state.ga.us](http://www.grec.state.ga.us).**

(1) Has this firm previously held a Georgia real estate license?

YES  NO

IF YES:

Firm Name:

Firm License #:

(2) In Georgia, or any other state, jurisdiction, or country, has the Broker or Qualifying Broker, any owner, member, officer, director or stockholder of this Firm ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES  NO

**You must answer YES to this question even if:**

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

**If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding every conviction
  - 2) whether you have made any required restitution
  - 3) whether you have completed all conditions of your sentence
  - 4) whether you are on parole or probation (*and the date it will end*)

(3) Has the Broker or Qualifying Broker, any owner, member, officer, director or stockholder of this Firm ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES  NO

(4) Has the Broker or Qualifying Broker, any owner, member, officer, director or stockholder of this Firm ever been disciplined by any other state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as: a reprimand, a suspension, a revocation, a fine, or any restriction placed on a license.)

YES  NO

**If you answered "YES" to question (4), you must include the following documents with this application, UNLESS you have already submitted them to this agency:**

- (A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.
- (B) Provide a **detailed written statement** that includes:
  - 1) an explanation of the circumstances surrounding the disciplinary action
  - 2) whether you have made any required payment
  - 3) whether you have completed all conditions of your disciplinary action
  - 4) whether your license is currently suspended or revoked



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## Section E

## Certification

**All Applicants must sign Part #1 below. Only applicants for a Partnership, Corporation, or Limited Liability Company must complete Parts #2 and 3.**

**(1)** I hereby agree that, by law, if applying for Partnership, Limited Liability Company, or Corporation, the qualifying broker is a partner (if partnership), a member or the manager (if LLC), or an officer (if a corporation); or if applying for a sole proprietorship the broker is the only one with an ownership interest in the firm. In addition, I agree that the qualifying broker, as required by law, is authorized by the firm to bind it to any settlement of a contested case before the Commission as defined in Chapter 13 of Title 50, the "Georgia Administrative Procedure," in which the firm may be named Respondent.

I hereby irrevocably consent that, if any cause of action arises against me or arising from my acts or omissions as a real estate licensee within the state of Georgia and if at the time I am not a resident of the state of Georgia, suit may be commenced against me in the county in the state of Georgia in which said cause of action may arise, or in which the plaintiff may reside, by the service of process upon the Real Estate Commissioner of the Georgia Real Estate Commission, whom I hereby designate for such service; and I further consent that such service shall be begun and held in all courts to be as valid and binding as if due service had been legally made upon me in the state of Georgia.

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information and/or full lifetime driver history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby agree that if I am or become a nonresident of the state of Georgia, I will cooperate with any investigation initiated in accordance with the Official Code of Georgia Annotated §43-40-27 by promptly supplying any documents that any authorized investigator of the Commission may request and by personally appearing at the Commission offices or other location in Georgia as the Commission investigator may request.

I hereby authorize the Commission to examine any of the firm's real estate escrow / trust accounts at such times as it may direct and certify that I have signatory powers on all of the firm's real estate escrow / trust accounts.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

Broker's Signature \_\_\_\_\_

Date \_\_\_\_\_

**(2)** If the firm is a corporation, a limited liability company, or a partnership, you must supply the full name and complete residence address for all officers, members and managers, or partners.

**List Names and Address** ( attach additional pages if necessary)



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**(3)** If the firm is a partnership, a limited liability company, or a corporation, the affidavit below must be completed and signed by the qualifying broker. The broker signature must be notarized.

## AFFIDAVIT

State of \_\_\_\_\_ County of \_\_\_\_\_

Personally appearing before the undersigned, a notary public in and for said State and County:

\_\_\_\_\_, who on oath says that he or she is a \_\_\_\_\_  
(Name of Affiant) (Partner, Officer, Member or Manager)

of \_\_\_\_\_, named in the foregoing Consent to Jurisdiction and in the  
(Name of Partnership, Corporation, or LLC)

application for the license to which it is attached; and that he or she is duly authorized by said

\_\_\_\_\_ to execute said consent.  
(Partnership, Corporation, or LLC)

\_\_\_\_\_  
(Affiant's Signature)

Sworn and subscribed before me this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public - signature and seal must appear on form) My Commission Expires: \_\_\_\_\_