



REGISTERED BUSINESS NAME APPLICATION

Rev 3/2009



Real Estate Agency
1177 Center Street NE
Salem OR 97301
Phone: 503-378-4170

- INSTRUCTIONS:**
- 1) Business name must be filed with Secretary of State, Corporation Division (503-986-2200) before registering it with the Real Estate Agency.
 - 2) Original, dated signatures of **all** licensees are required.
 - 3) The licensee registering the business name must sign section D and all additional pages. This licensee must be a principal broker, sole practitioner broker or property manager who has the authority to register the business name with the Real Estate Agency.
 - 4) All other licensees who will work under the business name must complete and sign Section F.
 - 5) Use additional sheets, if necessary, to list all branch offices and licensees.
 - 6) Send completed form, licenses and payment to the Real Estate Agency. New licenses and a registered business name confirmation letter will be mailed out within 2-3 weeks.

SECTION A BUSINESS NAME AND ADDRESS	
Business name (exactly as filed with the Secretary of State, Corporation Division)	
Main office street address	Main office phone number ()
City, state, zip (must be in Oregon except for reciprocal licensees)	Alternate phone number ()
Mailing Address, if different	Effective Date (must be w/in 14 days)

SECTION B BRANCH OFFICES (IF ANY)	
List all branch office addresses. If the branches do not fit on the form, attach a list.	
Branch office address (street, city, state, zip)	Branch office address (street, city, state, zip)

SECTION C FEES	SECTION D AUTHORIZATION
Business name registration \$ <u>230</u> (0424)	<i>By signing below, I certify under penalty of law that I have the authority to register this business name with the Real Estate Agency.</i>
Branch office(s) _____ @ \$10 each \$ _____ (0424)	
Licensees transferring _____ @ \$10 each \$ _____ (0426)	Licensee name
Licensees reactivating _____ @ \$75 each \$ _____ (0424)	License number
TOTAL \$ _____	Daytime phone number
	Licensee Signature
	Date

SECTION E PAYMENT	
Payment may be made by check or money order payable to the Real Estate Agency or by credit card (VISA or MasterCard). Do not send cash. Complete this section to pay by credit card.	
<input type="checkbox"/> VISA  <input type="checkbox"/> MasterCard 	Card No. _____ - _____ - _____ - _____
Billing Address	Expiration Date (mo/yr) ____ / ____
Original Signature Authorizing Credit Card Payment	

Office Use Only: [] ID #: _____ Issued: _____

