



**LICENSING CHECKLIST FOR:
REAL ESTATE COMPANY/BRANCH
REGISTRATION**

State of Utah
Department of Commerce
Division of Real Estate

All the following items are required and must be completed in order to obtain the Company/Branch Registration. If the application is not complete at the time of submission, **it will delay approval and could result in a denial**. Fees are nonrefundable and are due at the time of application submission.

1. Verify valid registration with the Utah Division of Corporations.
2. Completed and signed Real Estate Company/Branch Registration form.
3. Change Card for the Principal Broker.
4. Notarized letter on the company's letterhead, signed by a company Officer, Manager/Member, or Owner, authorizing the Broker to use the company name. *This document is not required if the Broker is the owner.*
5. Documentation, less than 30 days old, from a Utah financial institution verifying trust account, including the entire account number, with Broker as signatory. The account must include the approved Division entity name and the words "Real Estate Trust Account." (*Example: Ajax Real Estate - Real Estate Trust Account*)
6. Documentation, less than 30 days old, from a Utah financial institution of an operating account showing the full account number.
7. Non-refundable fee of \$200.00

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application could result in delays or a denial**.

Signature of Applicant

Date of Application