



Department of Commerce

Division of Real Estate
& Professional Licensing

HOW TO APPLY TO SERVE AS A PRINCIPAL BROKER FOR MORE THAN ONE BROKERAGE

1. Submit a [Name Reservation form](#) with the [Additional Affiliation Application](#) and the \$10 fee.
2. The Division will then notify you by mail whether the Superintendent has approved or denied the application.
3. If the name is approved, then you will need to file the required documents with the Secretary of State necessary to open a business in Ohio. You will need to include the filing from the Secretary of State with your paperwork further described below.
4. After approval and filing with the Secretary of State:
 - a. Submit a [Broker Transfer/Reactivation application](#)
**** Check the first box on the Broker Transfer/Reactivation application noting that you are transferring to a new brokerage. We recognize that because you filed the Additional Affiliation Application (see step one), that you are not transferring to a new brokerage but affiliating with an additional brokerage.**
 - b. A [Corporation, Partnership or Limited Liability Company \(LLC\) Application](#) including the fee of \$135.00 will also need to be filed.

Include with the application (Corporation, Partnership or LLC) the filing with the Secretary of State (as referenced above) and trust account information pursuant to 4735.18(A)(26) and or 4735.18(A)(27)

**** A letter from your financial institution including all information referenced in the code sections above is required to be filed with the Division. Please reference:**
<http://codes.ohio.gov/orc/4735.18v1>

Also include with the application a notarized affidavit from each and every owner, if they are unlicensed, indicating that the unlicensed owner will not act as a broker for the brokerage. A list of all owners, members or partners must also be submitted with the application.

If the brokerage is a corporation or LLC the principal broker must be an officer or shareholder of the corporation or a member of the limited liability company. If the brokerage is a partnership, the principal broker must be a general partner of the partnership or limited liability partnership.

Please see the rule for reference: <http://codes.ohio.gov/oac/1301%3A5-1-03>

Once all paperwork has been received and approved, the Division will issue a new company license and the Principal Broker's name will be on the addendum. For additional information, please contact the Division's licensing section at 614-466-4100.