



Department of Commerce

Division of Real Estate & Professional Licensing
77 South High Street, 20th Floor
Columbus, Ohio 43215-6133

Please visit our website at www.com.ohio.gov/real

614|466-4100
Fax: 614|644-0584
TTY/TDD: 800|750-0750

John R. Kasich, Governor

Jacqueline T. Williams, Director

Anne M. Petit, Superintendent

REAL ESTATE NAME RESERVATION APPLICATION - BUSINESS

- Reserve a business entity or doing business as (DBA) name for sixty days.
Extend a prior name reservation for sixty more days.

FEE: \$10.00

FOR DIVISION USE ONLY
FILE NUMBER

A check or money order for \$10, made payable to the Ohio Division of Real Estate & Professional Licensing, must accompany this application.

The Division will research the name to determine compliance with Ohio Revised Code 4735.06(A). Notification of the results will be forwarded to the applicant within fourteen days. After receiving approval from the Division, contact the Ohio Secretary of State's office to reserve the name with that office. Note: The name reservation approval will expire after sixty (60) days. If the remainder of the business application process has not been completed within sixty (60) days, the name will be released.

Submitting a name reservation for multiple DBAs does not necessarily permit you to use multiple DBAs—approval must be granted by the superintendent. Filing fee is \$10 per filing.

Form with 8 numbered sections: 1. APPLICANT'S FILE NUMBER, 2. CURRENT BUSINESS ENTITY NAME, 3. NEW BUSINESS ENTITY NAME, 4. NEW FICTITIOUS OR DBA NAME, 5. ADDITIONAL DBA, 6. CORRESPONDENCE ADDRESS, 7. PHYSICAL PLACE OF BUSINESS ADDRESS, 8. FRANCHISE? Includes fields for file number, entity names, addresses, and signatures.

SUPPLEMENTAL INSTRUCTIONS FOR COMPLETING BOXES 1 - 7 ABOVE

- BOX 1: FILE NUMBER: Enter the applicant's file number, if applicable. If applicant is unlicensed, leave blank.
BOX 2: CURRENT BUSINESS ENTITY NAME: If changing an existing business entity name, enter current business entity name.
BOX 3: NEW BUSINESS ENTITY NAME: Enter new business entity name.
BOX 4: NEW FICTITIOUS OR DBA NAME: Enter new fictitious or Doing Business As (DBA) name, if applicable.
BOX 5: ADDITIONAL DBA: If you wish to use multiple DBAs, enter the additional name here.
BOX 6: CORRESPONDENCE ADDRESS: Enter the address where the Division should send name reservation correspondence.
BOX 7: PLACE OF BUSINESS ADDRESS: Enter the physical address of the business.
BOX 8: FRANCHISE?: If your company is joining or is already associated with a real estate franchise, please enter the franchise name in this box.