

## MASSACHUSETTS REAL ESTATE BOARD:

### CORPORATION, LLC, LLP AND GENERAL PARTNERSHIP APPLICATIONS

#### 1. Corporation:

- a. Remit a Letter of Legal Existence issued by the Massachusetts Secretary of State's office (original) or for a corporation located outside of Massachusetts a Certificate of Foreign Corporation. Phone number for the Massachusetts Secretary of State's Office is 617-727-9640.
- b. Cover letter must include: the name of the Broker of Record, mailing address for the Broker of Record and request for a Corporation Application.
- c. Check or money order for \$52.00 made payable to the Commonwealth of Massachusetts.
- d. Once the Board receives and reviews the materials, the Board will mail the Broker of Record an "Application for Licensure as a Massachusetts Real Estate Corporation, Partnership, LLP or LLC".
- e. The license fee is \$221.00 and must be remitted with the completed Application.

#### 2. Limited Liability Company (LLC) and Limited Liability Partnership (LLP):

- a. Remit a Letter of Good Standing issued by the Massachusetts Secretary of State's office (original). Phone number for the Massachusetts Secretary of State's Office is 617-727-9640.
- b. Cover letter must include: the name of the Broker of Record, mailing address for the Broker of Record and request for a Limited Liability Company (LLC) Application or Limited Liability Partnership (LLP) Application.
- c. Check or money order for \$52.00 made payable to the Commonwealth of Massachusetts.
- d. Once the Board receives and reviews the materials, the Board will mail the Broker of Record an "Application for Licensure as a Massachusetts Real Estate Corporation, Partnership, LLP or LLC".
- e. The license fee is \$221.00 and must be remitted with the completed Application.

#### 3. General Partnership:

- a. Remit a certified copy of the partnership agreement.
- b. Cover letter must include: the name of the Broker of Record, mailing address for the Broker of Record and request for a General Partnership Application.
- c. Check or money order for \$52.00 made payable to the Commonwealth of Massachusetts.
- d. Once the Board receives and reviews the materials, the Board will mail the Broker of Record an "Application for Licensure as a Massachusetts Real Estate Corporation, Partnership, LLP or LLC".
- e. The license fee is \$221.00 and must be remitted with the completed Application.

4. **Sole Proprietorship:** A sole proprietorship is a solely owned businesses operating under the owner's Broker license. Only a Broker can solely own a business that practices real estate. No additional licensing or registration is required. However, if the business operates under a name other than the exact Broker/Owner name then the Broker/Owner must submit a certified copy of a D/B/A (Doing Business As) certificate issued by the local authority where the business is located.

#### 5. Temporary Corporation, Limited Liability Company (LLC) and Limited Liability Partnership (LLP):

- a. Remit a letter of severance, death certificate or evidence of debilitation.
- b. Cover letter must include: the name and license number of the Corporation, LLC or LLP, name and address of the individual who will assume the responsibilities of the Broker of Record and request for a Temporary Corporation Application, Temporary LLC Application or Temporary LLP Application.
- c. Check or money order for \$52.00 made payable to the Commonwealth of Massachusetts.
- d. Once the Board receives and reviews the materials, the Board will mail the new Broker of Record an "Application for Temporary Licensure as a Massachusetts Real Estate Corporation / LLC / LLP".
- e. The license fee is \$221.00 and must be remitted with the completed Application.

#### 6. Temporary Individual Broker:

- a. Remit name and license number of the deceased or debilitated Broker and his/her death certificate or evidence of debilitation.
- b. Cover letter must include: the name and address of the legal representative or designee making the application request for a temporary license and request for a Temporary Broker Application.
- c. Check or money order for \$52.00 made payable to the Commonwealth of Massachusetts.
- d. Once the Board receives and reviews the materials, the Board will mail the new Broker of Record an "Application for Temporary Licensure as an Individual Massachusetts Real Estate Broker".
- e. The license fee is \$142.00 and must be remitted with the completed Application.

**Mailing Address:** Real Estate Board, 1000 Washington Street, Suite 710, Boston, MA 02118-6100 **Phone Number:** 617-727-2373

**Allow a minimum of 10-15 business days from the date of the Board's receipt. Applications are mailed and not disseminated in person.**

CHCKLST/Process for Corp Appl 2014