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