

KENTUCKY REAL ESTATE COMMISSION

656 Chamberlin Ave, Suite B

Frankfort, KY 40601

Phone: 502-564-7760 or 1-888-373-3300 Fax: 502-564-1538

OPENING A NEW OFFICE OR CREATING A BRANCH OF AN EXISTING OFFICE

Step 1: Business Name Verification: Logon to krec.ky.gov, click on License Verification, select Individual or Business, type in the name of the business you want to use to ensure it is available. The same firm name cannot be used by different firms. *(You should consult with an attorney about the appropriate legal entity for your brokerage. The Commission cannot give you advice on what legal entity to establish for your brokerage).*

Step 2: Fill out this form with your new firm name, address and contact information. The bottom section must be filled out by a KY bank.

Step 3: Mail in this original signed form with a check or money order for \$10 made out to the Kentucky State Treasurer and mail to our Frankfort address above.

Important Notes:

You must be released by your existing principal broker

If you are coming out of escrow, you will need to supply KREC with proof of E&O insurance and call the KREC office to ensure your educational requirements have been met.

Broker's Name _____ License No: _____

Real Estate Firm Name: _____

Address: _____ City _____ State _____ Zip _____

Email Address: _____ Office Phone No: _____

Principal Broker's Signature

Date

ESCROW ACCOUNT VERIFICATION

(Must be completed by the Kentucky Bank handling the account)

Bank Name

Firm Name and Account Number

Bank Address (Must be in KY)

City

State

Zip

Bank's Official Title

Bank Officials Signature