

APPLICATION FOR REGISTRATION: REAL ESTATE BRANCH OFFICE

Access this form via website at: www.hawaii.gov/hirec

Name of Applicant (First, Middle, Last or Name of Corporation/Partnership/LLC/LLP) - AS IT APPEARS ON LICENSE:		FOR OFFICE USE ONLY	Effective Date	Registration No. RBO -
Address of Branch Office (Include street address, suite no., city, state and zip code):				
Mailing Address (if different from above):	Email Address			
License No.: RB-	Telephone No. of Principal Place of Business:			
	Telephone No. of Branch Office:			

INSTRUCTIONS

A branch office located on an island different from the principal place of business shall be registered with the commission. Additional offices located on the same island as a principal place of business may be operated without registration. Note: Any unregistered place of business shall conform to §16-99-11(f) of the Hawaii Administrative Rules.

- Fill in all requested information. The application will not be processed if incomplete. Name of applicant must be exactly as licensed.
 - Each branch office shall have at least one (1) broker in charge. Submit a Change Form** to register a broker in charge for the brokerage firm if the principal broker has not already designated a broker in charge. No change form fee is required if submitted with Application for Registration: Real Estate Branch Office.
 - The principal broker shall certify that the information provided is true and correct by signing below.
 - If registering in an odd-numbered year, pay\$382
(Nonrefundable application fee - \$25 + Registration fee - \$42 + Education Fund fee - \$68 + Recovery Fund fee - \$84 + ½ Renewal fee - \$37 + CRF - \$126)
 - If registering in an even-numbered year, pay.....\$282
(Nonrefundable application fee - \$25 + Registration fee - \$42 + Education Fund fee - \$68 + Recovery Fund fee - \$84 + CRF - \$63)
- Attach** check payable to "Commerce and Consumer Affairs". A \$25.00 service charge shall be assessed for payments that are dishonored for any reason.
- Mail application to Real Estate Commission, PVL Licensing Branch, DCCA, P.O. Box 3469, Honolulu, HI 96801, or deliver to PVL Licensing Branch, 335 Merchant Street, Room 301, Honolulu.

CERTIFICATION

I have read and understand the instructions, the laws and rules relating to real estate licenses, and have submitted all required documents and fees.

I understand that it is my responsibility to read the instructions thoroughly and to file a complete application, including required documents and fees. I hereby certify that the statements and answers on this application and accompanying documents are true and correct. I hereby certify that the principal place of business is in compliance with Chapter 467, HRS, and Chapter 99, HAR. I understand that any false or untrue statement or material misstatement of fact shall constitute grounds for refusal or subsequent revocation of license and is a misdemeanor under Hawaii law. (Sections 467-20, 436B-19, and 710-1017, HRS)

Signature of Principal Broker

Date

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

RBO_1811

Appl.....	580.....	\$25
Lic.....	581.....	\$42
EF.....	905.....	\$68
Recovery Fund.....	904.....	\$84
CRF (even/odd).....	583.....	\$63/126
1/2 Ren.....	570.....	\$37
Service Charge.....	BCF.....	\$25