



New Branch Office Information Sheet

Branch Office - Company Name: _____

Branch Office License #: _____

Branch Broker: _____ Real Estate License #: _____

Branch Office Address: _____

City: _____ State: _____ Zip Code _____

Branch Office Phone Number: _____ Fax: _____

Mailing Address (*If different*): _____

City: _____ State: _____ Zip Code: _____

As the Principal Broker, I am aware that I am responsible for the payment of the company account with the Utah Central Association of REALTORS®. I also recognize that I am responsible for the payment of, and could be billed for, monthly fees and annual dues (Local, State and National) for all licensees in my office. I agree to notify the Utah Central Association of REALTORS® within 30 days of the date that a new licensee joins the office, and recognize that the Association may charge a penalty for failure to make such notification.

I recognize that all charges are due within 30 days of posting and interest and penalties will be charge for late payment. I recognize that the Association may suspend all member services if any part of the bill is more than 30 days past due and may terminate membership if any part of my bill is more than 60 days past due.

Certified by the Designated REALTOR®:

Signature: _____ Date: _____
(Principal Broker)

Signature: _____ Date: _____
(Branch Broker)

Office Use Only:

Received By: _____ Date Received: _____ Fee: _____ Paid YES/NO

Office NRDS#: _____ Principal Broker NRDS#: _____

Branch Broker NRDS#: _____