

Staff Use Only	DATE:	BY:	MEM #:	FIRM:
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**DESIGNATED REALTOR® and/or MLS PARTICIPANT
Branch Office Request Form**



MetroTex
Association of
REALTORS®, Inc.



Greater Metro
Multiple Listing
Service

Please note that each branch office must be filed with the Texas Real Estate Commission.

Type of Firm: Sole Proprietorship or Partnership Limited Liability Co. Corporation

*You **are required** to register your firm name with the Texas Real Estate Commission as either a DBA (for a sole proprietorship or partnership) or through an LLC or Corporate License. Please indicate below that you have complied with this TREC requirement:

Firm is registered with TREC If a an LLC or Corporation, please provide the license number _____

OFFICE NAME: _____

OFFICE STREET ADDRESS: _____

OFFICE MAILING ADDRESS: _____
(complete if different)

OFFICE TELEPHONE: _____ OFFICE FAX: _____

AUTHORIZED SIGNATORY: _____
(More than one individual can be listed)

The individual(s) noted above have authorization to make changes to your office and agent information, as well as sign on your behalf.

SIGNATURE OF DESIGNATED REALTOR®

Designated REALTOR®

Date

Print Name

RETURN THIS FORM BY MAIL OR FAX TO:
MetroTex Membership Department
8201 N. Stemmons Freeway
Dallas, TX 75247
Fax: 214-637-5951

MetroTex Membership Department
1681 W. Northwest Hwy.
Grapevine, TX 76051
Fax: 817-796-5421