

# Opening a Real Estate Firm

## At A Glance

Are you ready to open a Real Estate Firm in Georgia? Here is what you need to know before applying for a Georgia Real Estate Firm license:

### *What type of Entity?*

You will need to designate the type of business entity applying for the license. The license can be issued to a Corporation, an LLC, a Partnership, or as a Sole Proprietorship. A license cannot be transferred from one entity to another, so this is an important decision to make before applying.

### *Who will be the Qualifying Broker?*

The QB of a Firm is responsible for the activities of the Firm and all of its affiliated licensees. If the Firm is a corporation, the QB must be an officer of the corporation. If the Firm is an LLC, the QB must be a member or manager of the LLC. If the Firm is a Partnership, the QB must be a partner. If the Firm is a Sole Proprietorship, the QB is one individual and cannot be changed.

Now that you are ready to apply for a Firm license, you will need to submit an Open A Firm application, which is available in the Forms and Applications section of our website. In addition to the application, you will need:

- A Georgia Criminal Information Center (GCIC) report for the Broker. This is a state-wide criminal background report that can be obtained at most police stations or Sheriff's offices in GA. If the Broker is not a GA resident, obtain an equivalent report from their state of residence. (Plus supporting documents, if needed. See application for details.)
- A Lawful Presence Verification form (available in the Forms & Applications section of our website for the Broker. (If not already on file with GREC).
- For Resident Firms: A Certificate of Incorporation (Corporation), a Certificate of Organization (LLC) or a Certificate of Partnership (Partnership), dependent on the type of entity applying. (Obtain from GA Secretary of State's office)
- For Non-Resident Firms: A Certificate of Authority (Corporation, LLC or Partnership), from the GA Secretary of State's office.
- A license fee of \$275.00. (Good for 4 years)