



Please email to [melissa@fourriversrealtors.com](mailto:melissa@fourriversrealtors.com) or fax to 888-878-9759

**\*\*New Office Set-up Form\*\***

Date: \_\_\_\_\_

You may have recently opened a new office or have begun to operate independently as a broker. To help us maintain correct records, please provide us with the following information:

**OFFICE INFORMATION:**

- Name of Office (Provide DBA paperwork if applicable):  
\_\_\_\_\_
- Designated Broker for this office is: \_\_\_\_\_
- Designated Broker's TREC license number: \_\_\_\_\_
- New office address: \_\_\_\_\_
- City, State and Zip: \_\_\_\_\_
- Office phone number: \_\_\_\_\_
- Office fax number: \_\_\_\_\_
- Office email address (if there is an office manager or email address separate from the broker's email address to which you would like information emailed):  
\_\_\_\_\_
- Office website: \_\_\_\_\_

I understand there is a \$50.00 new office set up fee.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Payment Information:**

Name as it appears on the card: \_\_\_\_\_

Credit card #: \_\_\_\_\_

Expiration date: \_\_\_\_\_ CVV #: \_\_\_\_\_

Complete mailing address for card:  
\_\_\_\_\_

Signature: \_\_\_\_\_