

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 EMAIL or FAX**

MetroTex Membership Department  
8201 N. Stemmons Freeway  
Dallas, TX 75247  
Fax: 214-637-5951  
Email: [membership@dfwre.com](mailto:membership@dfwre.com)

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