



## OFFICE INFORMATION FORM

Please note: You are **required** to register your firm name with the Texas Real Estate Commission as a DBA or through an LLC or Corporate License.

Firm Name: \_\_\_\_\_

Corporate License Number (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

Designated Broker: \_\_\_\_\_

Authorized Signer(s): \_\_\_\_\_

*\*will have authority to make changes to the firm and/or agents in the firm*

Office Manager: \_\_\_\_\_

*\*will have authority to make changes to the firm and/or agents in the firm; will also have access to invoices/billing of the firm and agents in the firm*

\_\_\_\_\_  
Signature of Designated REALTOR®

\_\_\_\_\_  
Date