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STATE OF OHIO
Department of Commerce
Division of Real Estate & Professional Licensing
www.com.state.oh.us

615 Superior Ave NW, Room 525
Cleveland OH 44113
(216) 787-3100
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PARTNERSHIP APPLICATION

For Division Use Only	
Fiche No.:	License Status:
File No.:	Issue Date:
Type Code:	License No.:
Broker No.:	E.C.:
Ed. Code: 2A	License Canceled:
County Code:	

INSTRUCTIONS:

1. Incomplete applications will be returned to you and processed only when all required materials are submitted.
2. Submit a letter requesting authority to use the name you have chosen for your partnership.
3. No fee is required.
4. Applications must be typewritten (**black ribbon only**) . Photocopies of applications will not be accepted.
5. Brokers must transfer into the partnership (Form R-3A and a fee of \$25 each).
6. Submit a copy of the partnership agreement as filed with the county clerk of court's office.
7. Submit a list of all partners of the partnership.
8. Any partner who is not a broker must sign an affidavit (notarized) stating that he/she will not act as a broker for the partnership.
9. Submit a letter from the bank showing a trust or special account is established in the partnership name, including account number (4735.18(A) (26)).
10. Sales associates must transfer to the partnership (Form R-3 and a fee of \$20 each).
11. All Ohio real estate licenses, including those of branch offices must be returned before a new license will be issued.
12. If you do not reside in Ohio, complete the Consent to Service form on the reverse side of the application. (page 2)

1. Name of Partnership:	Phone No.: (area code)
2. Main Business Address: Street City State County Zip	

TRUST ACCOUNT INFORMATION

3. Name of Bank:	Acct No:
4. Account Name:	

Partner Name	Partner Name
Partner Name	Partner Name
Of (Partnership)	

Respectively, the above applicant partnership and partners on behalf of said partnership and for themselves, certify they have read the foregoing application and know the contents thereof, and that the same is true.

Signature of Broker	Date:	Signature of Partner	Date:
Signature of Broker	Date:		

Approved By:	Date:
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CONSENT TO SERVICE OF PROCESS

READ CAREFULLY:

All applications of firms or partnerships shall be accompanied by a certified copy of the resolution of the proper partners or managing board authorizing the proper person to execute them.

If the applicant is a partnership, all partners must sign; a copy of which must be filed herewith, properly certified by the proper partners.

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned _____
(Name of Partnership - please type)

a/an _____
(State of filing of Partnership-- please type) partnership licensed to do business in the State of Ohio, being an

applicant for license as a Real Estate Broker under Chapter 4735. Of the Ohio Revised Code, as amended, does hereby irrevocably consent that any action brought against the above-named applicant in the proper court of any county of the State of Ohio or in which the plaintiff in such action may reside and that in the event proper service of process cannot be had upon such applicant in any such proceeding in such county, service of process may be made therein by the sheriff of such county by the service of any process or pleading authorized by the laws of Ohio on the Superintendent of Real Estate of the State of Ohio, hereby stipulating and agreeing that such service of process or pleadings on said Superintendent shall be taken and held in all courts to be as valid and binding as if due process had been made upon said applicant in the State of Ohio.

The above-named applicant has caused this instrument to be signed on the _____ day of _____, _____.

Signature of Partners/Broker(s)
