



State of Alaska  
**REAL ESTATE COMMISSION**  
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### **Procedure for Registering an Office with the Alaska Real Estate Commission**

- Licensing Examiner (LE) review's Office Registration form to make sure it's complete.
- Submittal of appropriate fee to register a Brokerage office.
- The name of the bank, branch and the trust account number must be submitted at the time of registering for an office.
- Notarized signature of Broker must be provided on the application form and it must be the original, a copy will not be accepted.
- If this registration is for a Main office, then the Broker of Record signs the application registration. If this registration is for a Branch office, then both the Associate Broker of the Branch and the Broker of the Main must sign the registration form.
- If the Office being registered is a Limited Liability Company, Partnership or Corporation then the Broker must include a copy of the Affidavit from the Division of Corporation, Business and Professional Licensing indicating the company status.
- A copy of the business license must also be attached to the Office Registration application or show proof that one is being applied for with the Division of Corporations, Business and Professional Licensing.
- LE submits the Office Registration application for the Executive Administrator (EA) to review each Wednesday.
- EA reviews the Office Registration application and returns to the LE by Friday.
- LE enters the new office information into the Licensing database. A new office number is assigned by the Licensing database and the office is considered opened at this point.
- The new office name is logged into the Real Estate Office Continuum Book.
- New office files are created by LE and filed in alphabetical order.