

To reinstate a firm license the company must have the exact same Tax ID number as it did when it expired.

The firm license fee is \$170.00 and will be issued for three calendar years from the date the application is processed, counting the remaining portion of the year issued as one full year.

Attach proof of the firm's current errors and omissions insurance coverage in Iowa. Errors and omissions insurance coverage must comply with all the requirements in 193E Iowa Administrative Code Chapter 19.

Attach a copy of a legal document naming all officers, members and/or partners of the firm. That would include a copy of the articles of incorporation (or organization), certified copy of board meeting minutes where officers were voted in, etc. At least one of the officers, members or partners must be an Iowa licensed broker assigned to this firm as required by Iowa Code § 543B.2. If the broker is not yet licensed, then the broker application must also be submitted at this time.

Attach the appropriate trust account form: either the Consent to Examine or the Trust Account Affidavit.

If you wish to advertise using a name other than the firm name you must also apply for a tradename license.