

IREC - 'Firm License Application' Instructions

Firm licensure required for: partnerships, associations, corporations, professional corporations and professional limited liability companies pursuant to Iowa Code § 543B.2. Checklist:

- Business entities located in Iowa must register with the Iowa Secretary of State.
 - <https://sos.iowa.gov/file/businessEntity/index.aspx>
- Attach a copy of a legal document naming all officers, members and/or partners of the firm. 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.
- You will need to know the tax ID number of the business entity.
- Attach proof of 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.
 - <https://plb.iowa.gov/e-o-insurance>
- Attach the appropriate trust account form, either the Consent to Examine or the Trust Account Affidavit.
- The firm license fee is \$170.00. A license 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.
- If you wish to advertise using a name other than the firm name you must also apply for a tradename license. The tradename license fee is \$50.00 and will have the same expiration date of the affiliated real estate firm license.
- Applications for a new broker license, if applicable, must be submitted at the time the firm license application is submitted.

Below are step-by-step instructions that will guide you through electronically submitting a firm application with the IREC.

1. Go to https://iowaplb.force.com/IPLB_login and login using your email address as your username.
2. Once you have successfully logged in, start by clicking on "Submit Application / Renew" under **My Iowa PLB – Home** in the upper left-hand corner of your screen, which will initiate the application wizard.
3. After the system captures and/or verifies your demographic and contact information, you will come to a page that asks you to select what license board is applicable to the desired application. Choose "Real Estate Commission."
4. Next, you will come to a page that asks, "Please Select the Desired Application." Select "Firm License Application."
5. Once you have established the application type, from the "Application Detail" page (you can get there by clicking on the application number under "My Applications"), click on the "Complete Checklist" button. You MUST complete this step before you click on "Upload Submissions."
6. While completing the "Checklist" portion of the application, you will be required to answer every question of this respective application. Clicking on the "Save & Next" button will assure that all of your answers are saved and the application is being completed in sequential order. Make sure there is a green check-mark beside the "Review Checklist" button before you move forward and click on the "Upload Submissions" button.
7. While in the "Manage Submissions" page - See the second set of instructions noted below.
8. The "Checklist" and "Submissions" portion of the application must be completed before the "Submit for Review" button is populated. There will be a green check-mark beside each respective button, which indicates that portion of the application is complete.

9. When it becomes available and when you are ready to complete the process, click on the "Submit for Review" button.
10. **A "Pending" status indicates that the application has not been submitted to the IREC.** An application status of "Pending Internal Review" indicates that you have successfully completed your request and it is sitting in the IREC work queue for review.
11. Once an application has been submitted, the description of the application status can be found at the following link: <https://plb.iowa.gov/re-application-status-types>.

In the Upload Submissions section you will be required to attach supporting documents (PDF format is preferred) for your respective application type. In the Manage Submissions page, you will see the "Required" column. If there is a check-mark in that box, you MUST upload a document to that row. [Instructions](#) on how to upload submissions one document at a time:

1. Click on "Upload" under the "Actions" column.
2. Click on "Choose File."
3. Select the file that you are intending to upload and click on "Open" in the pop-up box.
4. Click on "Upload" again.
5. A message should appear in yellow stating "Attachment uploaded successfully."
6. Click on "Save" at the bottom of the page before you leave the Manage Submissions page.

You will later receive an e-mail notification and/or see an application status of "Ready For Payment" on **My Iowa PLB – Home**, asking that you submit the required license/registration fee. Once payment is received, a receipt will be generated, your license will be issued, and your license card will be emailed to you. A physical license card will no longer be mailed by the IREC.

For best results, users should use the most updated version of Google Chrome as their web browser.

Please do not hesitate to contact [Commission staff](#) at realestatecommission@iowa.gov or (515) 725-9022, Ext. 8 if you have any questions. Also, please be patient as the volume of applications, phone calls, and emails spike considerably between the time period of November 16th – January 30th. Many questions may also be answered by visiting the [Commission's FAQ page](#).