

Tradename Application Instructions

All applicants and/or licensees will be required to electronically submit their application, renewal, transfer, or any other process that is regulated by the Iowa Real Estate Commission.

https://iowaplb.force.com/IPLB_login

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

<https://plb.iowa.gov/board/real-estate-sales-brokers>

Below are step-by-step instructions that will hopefully guide you through electronically submitting a tradename application with the Iowa Real Estate Commission.

1. Go to https://iowaplb.force.com/IPLB_login and login using your e-mail address as your username.
2. Once you have successfully logged in, start by clicking on the firm number in the following format: FXXXXX000.
3. Choose "Real Estate Commission" on the page that asks you to select what licensing board is applicable to the desired application.
4. You will come to a page that asks you to "Please Select the Desired Application" and you will want to select the "Tradename Application."
5. Once you have established the application type, from the "Application Detail" page (you can get there at any time by clicking on the application number under "My Applications" while on **My Iowa PLB - Home**), click on the "Complete Checklist" button.
6. At that time you are asked to answer the required questions of this respective application. Make sure that there is a green check-mark besides the "Complete Checklist" before you move forward and click on the "Upload Submissions" button.
7. To successfully complete the application request, be sure to click on the "Submit for Review" button, which will appear after there is a green check-mark besides the "Upload Submissions" button.
8. A "Pending" status indicates that the application has not been submitted to the Iowa Real Estate Commission. 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.
9. Once an application has been submitted, the description of the application statuses can be found at the following link: <https://plb.iowa.gov/re-application-status-types>.