

REAL ESTATE ORGANIZATIONS



What You Will Need Before You Apply:

- ✓ Registration as a legal entity, domestic (DC) or foreign (non-District) that conducts business in the District of Columbia (ex. Professional Corporation, LLC, Partnership, etc.)
- ✓ Trade Name Registration, if the entity is operating under a trade name.



How to Apply for a Legal Entity Registration

- ✓ Contact or visit the DC Office of Corporations to register or apply for a corporation, partnership, or LLC registration:

DC Office of Corporations

1100 4th Street SW, Customer Service Center, 2nd Floor, Washington, DC 20024
Monday-Friday, 8:30am-4:30pm
(202) 442-4432 | www.dkra.dc.gov (look for Corporation Registration)

- ✓ Once your corporation is established, request a Certificate of Good Standing from the DC Office of Corporations.



When You Are Ready to Apply, You Will Need:

- ✓ A designated principal broker
- ✓ A Certificate of Good Standing from the DCRA Corporations Division*
- ✓ Trade Name Registration (if applicable)*
- ✓ A debit or credit card to pay associated fees

Fee: \$150

**You will need to upload the required document into the online application.*



Ready to start? Visit <https://www.dcopla.com/realestate>.

NEW APPLICANTS

1. Under **Licensing Services**, click on the link to the online portal.
2. Register as a **New Independent Broker/Broker Company Applicant**
3. Enter your account information and select **Save**.
4. Follow the prompts to **Create A New Password**.
5. **Log in** to the system using your Email or Client ID and new password.
6. Scroll down to your license type: **Real Estate Organization**

EXISTING LICENSEES

1. Under **Licensing Services**, click on the link to the online portal.
2. Under **Login**, click **Forgot Your Password?**
3. Enter your **license number** as your User ID. Include letters and numbers with no spaces (ex. REO123456).
4. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to **Create A New Password**.
6. **Log In** to the system using your license number and new password.
7. Scroll down to your license type: **Real Estate Organization**.