



ARKANSAS REAL ESTATE COMMISSION

Phone: (501) 683-8010 Fax: (501) 683-8020

BRANCH OFFICE DESIGNATED EXECUTIVE BROKER

INSTRUCTIONS:

- Complete and return this form in its entirety with a \$30.00 fee.

I, (Name) _____ Principal Broker of (Firm) _____

do hereby assign (Name) _____ as Branch Office Designated Executive Broker.

As Branch Office Executive Broker (Name) _____ shall be in charge of the Branch Office and shall be responsible for any licensee licensed with such Branch Office pursuant to this designation of responsibility by the Principal Broker.

The Branch Office Executive Broker shall be responsible for the following pursuant to Commission Rule 10.4(a)(1):

1. Signing real estate contracts at the Branch Office as supervising broker.
2. Instructing and supervising Branch Office salespersons and brokers.
3. Completing administrative procedures required by the Commission, such as signing transfer applications at the Branch Office.

Said Branch Office Executive Broker shall not be gainfully employed or engaged in any non-real estate related field pursuant to Commission Rule 10.4(e).

Designation of a Branch Office Executive Broker does not absolve the Principal Broker of general responsibility for the conduct of all real estate business conducted by the Principal Broker's firm, and the Principal Broker is specifically responsible for the activities of the Branch Office Executive Broker.

Principal Broker

Signature: _____ Date: _____

Email Address: _____ License Number: _____

Branch Office Executive Broker

As the Branch Office Executive Broker, I do hereby accept the above responsibilities and duties granted to me by the Principal Broker of the Firm.

Signature: _____ Date: _____

Email Address: _____ License Number: _____

COMMISSION USE ONLY

Receipt # _____

Date Paid _____

Return to the Arkansas Real Estate Commission | 612 South Summit St | Little Rock, AR 72201