



**Request for Office Firming**

Stellar MLS Participants who are brokers of multiple offices may request their offices to be “firmed” together if the qualifying criteria is met:

- 1) The broker does not personally list out of more than one of these offices but still needs access to agents’ listings from all offices.
- 2) The offices being firmed under the parent office must be designated by the Department of Business and Professional Regulation as a “RE Branch Office”. Separate corporations with different license numbers cannot be firmed together.

*Note: You can look up your office license number at [myfloridalicense.com](http://myfloridalicense.com). License numbers for main offices have a prefix of “CQ” and branch offices have a prefix of “BO”. As noted above, we cannot firm together offices with different “CQ” numbers.*

**Parent Office Information**

Qualifying Broker Name \_\_\_\_\_

Qualifying Broker MLS ID \_\_\_\_\_

Office Name \_\_\_\_\_

License Number of Main Office CQ \_\_\_\_\_

**Branch Offices to Be Firmed Under Parent Office**

\_\_\_\_\_  
Branch Office Name                      BO  
Office License #

\_\_\_\_\_  
Branch Office Name                      BO  
Office License #

\_\_\_\_\_  
Branch Office Name                      BO  
Office License #

\_\_\_\_\_  
Branch Office Name                      BO  
Office License #

\_\_\_\_\_  
Branch Office Name                      BO  
Office License #

\_\_\_\_\_  
Designated Broker Signature

\_\_\_\_\_  
Date