

real

# DBA Registration Process - California

# Where you want to go:



## File FBN Statement in San Diego County

File a Fictitious Name Statement in San Diego County but completing and sending in the form and paying any necessary fees. Then, notice needs to be published in a newspaper of general circulation.



## Collect documents for DRE filing

Once all filing and publication is complete, complete and sign DRE for RE247. Send the following documentation to Real for review and signature:

- Stamped FBM paperwork
- Proof of publication
- DRE Form RE247
- CAR Form SOFBN



## File with DRE

Once you send the paperwork, the broker team will sign DRE Form RE247 and CAR Form SOFBN. Documents will then be sent back to the agent. At this time, the agent will mail necessary documents to the DRE for filing.



## DBA added to Real's license!


Once the DRE receives the request, it typically takes 6-8 weeks to file.

Until all of these steps are completed, agents may not use a DBA on any signage, advertising, or marketing materials.

# FILE FBN IN SAN DIEGO COUNTY

Please follow this link:




<https://arccfbn.sandiegocounty.gov/>



## Fictitious Business Name Registration Kiosk

1 Items \$54.00

-- Please make a selection --

Powered by    [Translate](#)

- Select Filing Type
- Select Business Name
- Business Addresses
- Business Conducted By
- Registered Owners
- Signer Information
- Review & Submit
- Confirmation

FOR BUSINESS ADDRESSES NOT LOCATED IN THE UNITED STATES, THE FICTITIOUS BUSINESS NAME STATEMENT SHALL BE FILED WITH THE CLERK OF SACRAMENTO COUNTY PURSUANT TO BUSINESS AND PROFESSIONS CODE 17915

IT IS THE REGISTRANT'S RESPONSIBILITY TO CONDUCT A SEARCH OF THE EXISTING BUSINESS NAMES PRIOR TO FILING AN FBN STATEMENT.

PLEASE NOTE: ALTHOUGH REGISTRATION OF A FICTITIOUS BUSINESS NAME IS REQUIRED, THE COUNTY CLERK'S OFFICE SERVES ONLY AS THE CENTRAL DEPOSITORY OF THESE NAMES, NEITHER APPROVING NOR DISAPPROVING A PARTICULAR NAME, AND CANNOT ACCEPT RESPONSIBILITY FOR OMISSIONS, SIMILARITIES, OR DUPLICATIONS AMONG THE FICTITIOUS BUSINESS NAMES ON FILE. ALL PROSPECTIVE REGISTRANTS ARE CAUTIONED THAT REGISTRATION OF A FICTITIOUS NAME DOES NOT GUARANTEE EXCLUSIVE USE OF THAT NAME. TO DETERMINE IF A PARTICULAR BUSINESS NAME IS CURRENTLY REGISTERED OR TO RESEARCH THE NAME OF THE OWNER(S) OF A PARTICULAR BUSINESS, YOU MAY CONDUCT AN FBN RECORDS SEARCH IN PERSON AND ONLINE, OR REQUEST THE INFORMATION BY MAIL FOR A FEE.

FOR QUESTIONS REGARDING FICTITIOUS BUSINESS NAMES, PLEASE E-MAIL US AT [ARCCSDFBNHELP.FGG@SDCOUNTY.CA.GOV](mailto:ARCCSDFBNHELP.FGG@SDCOUNTY.CA.GOV) OR CONTACT US AT (619) 237-0502. SE HABLE ESPAÑOL.

**THIS IS AN APPLICATION FORM ONLY. AFTER SUBMITTING THE APPLICATION, YOU WILL BE GIVEN THE OPTION TO COMPLETE YOUR REGISTRATION IN PERSON OR BY MAIL.**

Please select a Filing Type

[Reset Application](#) [Next](#)

# FILE FBN IN SAN DIEGO COUNTY

## CHECK THAT DESIRED FBN IS AVAILABLE

- Enter your team name under **Filed Business Name**
- Select **Contains** under **Search Matching Mode**
- Click **Search**
- If it shows *"No records returned."*, click **Add Name**
- Then click **Next**

Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT

PLEASE ENTER A DESIRED BUSINESS NAME TO CHECK FOR AVAILABILITY.

Filed Business Name:

Search Matching Mode:

No records returned.

The screenshot shows a web interface for filing a Fictitious Business Name Statement. On the left is a vertical navigation menu with steps: Select Filing Type, Select Business Name (highlighted), Business Addresses, Business Conducted By, Registered Owners, Signer Information, Review & Submit, and Confirmation. The main area displays the current step: 'Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT'. Below this is a prompt to enter a business name. There are two input fields: 'Filed Business Name' containing 'BE KIND REAL ESTATE' and 'Search Matching Mode' containing 'Starts With' with a checkmark. Below these are 'Search' and 'Add Name' buttons. A message 'No records returned.' is shown. At the bottom are 'Previous', 'Reset Application', and 'Next' buttons.

# FILE FBN IN SAN DIEGO COUNTY

## INPUT BUSINESS ADDRESS

- Enter Real's corporate address under **Business Physical Address**
  - **1420 Kettner Blvd Ste 100, San Diego, CA, 92101**
- Enter your mailing address under **Business Mailing Address**
  - Enter your physical office address, if applicable

Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT

PLEASE ENTER THE BUSINESS ADDRESS INFORMATION BELOW.

**Business Physical Address** 1420 KETTNER BLVD STE 100 ✓ **Zip Code** 92101 ✓

**City** San Diego ✓ **State** CA ✓

**County** San Diego ✓

The Business Mailing Address is the same as the Business Physical Address

**Business Mailing Address** P.O. Box is Acceptable **Zip Code** Zip Code

**City** City **State** - Please make a selection -

[Previous](#) [Reset Application](#) [Next](#)

**Navigation:** Select Filing Type, Select Business Name, **Business Addresses**, Business Conducted By, Registered Owners, Signer Information, Review & Submit, Confirmation

# FILE FBN IN SAN DIEGO COUNTY

## ENTER REGISTRANT INFORMATION

- Input the date you first started conducting business with this FBN
  - Check “Business not started yet” if you are registering for the first time
- Under **THE BUSINESS IS CONDUCTED BY** select **Individual**

The screenshot shows a web application interface for filing a Fictitious Business Name Statement. On the left is a vertical sidebar with a progress indicator consisting of ten steps, each with a downward arrow icon. The steps are: 'Select Filing Type', 'Select Business Name', 'Business Addresses', 'Business Conducted By', 'Registered Owners', 'Signer Information', 'Review & Submit', and 'Confirmation'. The 'Business Conducted By' step is highlighted with a green circle and text.

The main content area is titled 'Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT'. Below the title, it asks the user to 'Please select who the business will be conducted by.' There is a text input field containing '12/01/2025' with a green checkmark to its right. Below this is a checkbox labeled 'Business Not Started yet'. The section is titled 'THIS BUSINESS IS CONDUCTED BY:' and contains a list of radio button options: A - Individual (selected), B - Married Couple, C - General Partnership, D - Limited Partnership, E - Joint Venture, F - Corporation, G - Trust, H - Co-Partners, I - Limited Liability Company, J - Limited Liability Partnership, K - Unincorporated Association, and L - State or Local Registered Domestic Partners. At the bottom of the form are three buttons: 'Previous' (green outline), 'Reset Application' (orange outline), and 'Next' (green outline).

## ENTER REGISTRANT INFORMATION

- Under **Registrant Information**
  - Enter personal name
  - Do **not** check “Registrant is a CORPORATION/LLC”
- Under **Business Mailing Address**
  - Enter personal mailing address
- Click **Save**
- Then click **Next**

Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT

If Registrants are individuals, enter full name of each registrant (first, middle, last) and business mailing address. If registrant is a Corporation/LLC, insert the name and business mailing address as it is registered with the Secretary of State and enter the State of Incorporation/Organization.

Select Filing Type

Select Business Name

Business Addresses

Business Conducted By

**Registered Owners**

Signer Information

Review & Submit

Confirmation

### Registrant Information

Registrant is a CORPORATION/LLC

First & Middle Name

JANE ✓

Last Name or Corporation/LLC Name

DOE ✓

Suffix

### Business Mailing Address

Address

123 MAIN ST ✓

Zip Code

92648 ✓

City

BEACH CENTER ✓

State

CA ✓

State of Incorporation/Organization

✓

Save

Previous

Reset Application

Next

# FILE FBN IN SAN DIEGO COUNTY

## ENTER SIGNER INFORMATION

- Enter Signer Name
- Under **Title of Officer**, leave this field blank
- Enter Full Name
- Click **Next**

Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT

PLEASE SELECT FROM THE LIST OF REGISTRANT NAMES OR ENTER SIGNER INFORMATION BELOW.

ANY PERSON WHO EXECUTES, FILES, OR PUBLISHES ANY STATEMENT UNDER THIS CHAPTER, KNOWING THAT SUCH STATEMENT IS FALSE, IN WHOLE OR IN PART, SHALL BE GUILTY OF MISDEMEANOR AND UPON CONVICTION THEREOF SHALL BE PUNISHED BY A FINE NOT TO EXCEED ONE THOUSAND DOLLARS (\$1,000).

Signer Name  
JANE DOE

Title of Officer, if LLC/Corp.  
- Please make a selection - ✓

Full Name  
JANE DOE ✓

Previous      Reset Application      Next

# FILE FBN IN SAN DIEGO COUNTY

## REVIEW FBN STATEMENT

- Review all the information on the FBN Statement
- Click **Next**

Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT

Please review the form below.

MAKE SURE ALL THE INFORMATION IS CORRECT.

121 %

1600 PACIFIC HIGHWAY, SUITE 260, SAN DIEGO, CA 92101  
P.O. BOX 121750, SAN DIEGO, CA 92112  
(619) 237-0502

  
**Jordan Z. Marks**  
Recorder/County Clerk  
County of San Diego  
[www.sdcrc.gov](http://www.sdcrc.gov)

Office Use Only  
 Government-Issued ID Verified

### FICTITIOUS BUSINESS NAME STATEMENT

All information on this statement is public information and is required to appear in the newspaper pursuant to Business and Professions Code section 17913.

(1) FICTITIOUS BUSINESS NAME(S): (If more than two names, use FBN Additional Business Name form)

a. BE KIND REAL ESTATE  
Print Fictitious Business Name

b. \_\_\_\_\_  
Print Fictitious Business Name

(2) LOCATED AT: 123 MAIN ST / BEACH CENTER / CA / 92648 / Orange  
Street Address (No P.O. Box, Postal Facility, or FMB) / City / State / Zip Code / County (No Abbreviations)

123 MAIN ST / BEACH CENTER / CA / 92648  
Business Mailing Address / City / State / Zip Code

(3) REGISTRANT NAME AND BUSINESS MAILING ADDRESS (If Corporation/LLC, name as registered with Secretary of State) (If more than two registrants, use FBN Additional Registrants form)

a. JANE DOE  
If Individual - Spell Out First, Middle, and Last Name or Corp/LLC

123 MAIN ST / BEACH CENTER / CA / 92648  
Business Mailing Address / City / State / Zip Code

1 / 2

Previous Reset Application Next

## SUBMIT APPLICATION

- Select **Submission Type**
  - “Mail In” is the easiest method
- Click **Submit Application**

Select Filing Type

Select Business Name

Business Addresses

Business Conducted By

Registered Owners

Signer Information

Review & Submit

Confirmation

Application Currently in Progress: FICTITIOUS BUSINESS NAME STATEMENT

If you would like to add another FBN application to this transaction, click the button below.

Add New Application

If you are ready to submit this application, choose a submission type and then click the Submit Application button.

DISCLAIMER: APPLICATION CANNOT BE EDITED AFTER THIS POINT.

Submission Type

- Please make a selection -

This is required.

Previous

Reset Application


Submit Application

# FILE FBN IN SAN DIEGO COUNTY

## RECEIVE FBN STATEMENT

- You will receive a stamped copy of your Fictitious Business Name Statement from the County (*see example on the right*)
- Receipt of this stamped copy is required before proceeding to the next step.

1600 PACIFIC HIGHWAY, SUITE 260, SAN DIEGO, CA 92101  
P.O. BOX 121750, SAN DIEGO, CA 92112  
(619) 237-0502

  
Jordan Z. Marks  
Recorder/County Clerk  
County of San Diego  
[www.sdcrc.gov](http://www.sdcrc.gov)

Print Form    Reset Form  
FBN# 2023-90 [REDACTED]  
May 15, 2023 11:49 AM  
FILED  
JORDAN Z. MARKS,  
SAN DIEGO COUNTY CLERK  
FEES: [REDACTED] PAGES: 2  
Expires: May 15, 2028

**FICTITIOUS BUSINESS NAME STATEMENT**

All information on this statement is public information and is required to appear in the newspaper pursuant to Business and Professions Code section 17913

(1) FICTITIOUS BUSINESSNAME(S): (if more than two names, use FBN Additional Business Name form)

a. [REDACTED]

b. [REDACTED]

(2) LOCATED AT: 1420 Kettner Blvd Unit #100 / San Diego / CA / 92101 / San Diego  
Street Address (No PO Box, Postal Facility or PMS) / City / State / Zip Code / County (No Abbreviations)

[REDACTED] / [REDACTED] / [REDACTED] / [REDACTED]  
Mailing Address / City / State / Zip Code

(3) REGISTRANT NAME AND ADDRESS (if Corporation, LLC, name, and address registered with Secretary of State) (if more than two registrants, use FBN Additional Registrants form)

a. [REDACTED]  
Full Name (Individual, Corp., LLC, General Partner, Trustee, etc.)  
[REDACTED] / [REDACTED] / [REDACTED]  
Street Address (No P.O. Box or Postal Mailbox Facilities) / City / State / Zip Code

If Corporation or LLC - Print State of Incorporation/Organization

b. [REDACTED]  
Full Name (Individual, Corp., LLC, General Partner, Trustee, etc.)  
[REDACTED] / [REDACTED] / [REDACTED]  
Street Address (No P.O. Box or Postal Mailbox Facilities) / City / State / Zip Code

If Corporation or LLC - Print State of Incorporation/Organization

(4) THIS BUSINESS IS CONDUCTED BY: (Please check one)

<input checked="" type="checkbox"/> A. Individual	<input type="checkbox"/> E. Joint Venture	<input type="checkbox"/> I. Limited Liability Company
<input type="checkbox"/> B. Married Couple	<input type="checkbox"/> F. Corporation	<input type="checkbox"/> J. Limited Liability Partnership
<input type="checkbox"/> C. General Partnership	<input type="checkbox"/> G. Trust	<input type="checkbox"/> K. Unincorporated Association-Other than a Partnership
<input type="checkbox"/> D. Limited Partnership	<input type="checkbox"/> H. Co-Partners	<input type="checkbox"/> L. State or Local Registered Domestic Partners

(5) REGISTRANT FIRST BEGAN TO TRANSACT BUSINESS UNDER THE NAME(S) ABOVE AS OF: N/A (cannot be a future date)  
\*INSERT N/A IF YOU HAVE NOT YET BEGUN TO TRANSACT BUSINESS ENTER COMPLETE DATE (MM/DD/YYYY) OR N/A

I declare that all information in this statement is true and correct. (A registrant who declares as true any material matter pursuant to Section 17913 of the Business and Professions Code that the registrant knows to be false is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).)

(6) Registrant Signature: [REDACTED] (Original/Wet Signature Required)    Printed Name: [REDACTED] (Print name of Signor)

If a Corporation, Limited Liability Company (LLC), Limited Partnership (LP) or Limited Liability Partnership (LLP), the following must be also be completed:

---

# PUBLICATION

## CONTACT NEWSPAPER

**The publication must be in circulation within 45 days from the filing date and must appear once a week for four consecutive weeks.**

- Contact a newspaper in San Diego County
  - You can find a list of recommended papers [HERE](#)
- Email the newspaper to request publication
  - Be sure to attach the stamped FBN Statement

## COMPLETE TRANSACTION

- The newspaper will confirm the publication circulation, collect payment and send you a final email confirmation.

**Upon completion of circulation, a Proof of Publication document will be filed with the County. We recommend obtaining a copy for your records.**

# COMPLETE DRE FORM RE 247

Please follow this link for the form:

<https://www.dre.ca.gov/files/pdf/forms/re247.pdf>

STATE OF CALIFORNIA  
DEPARTMENT OF REAL ESTATE

## ADD/CANCEL SALESPERSON OR BROKER ASSOCIATE OWNED FICTITIOUS BUSINESS NAME

RE 247 (Rev. 6/24)

DRE RECEIVED DATE

### GENERAL INFORMATION

- > Complete in full. Read instructions on page 2 before completing.
- > Attach copy of filed Fictitious Business Name Statement.
- > The responsible Broker's or Corporation's principal place of business as listed on the Fictitious Business Name Statement must match the responsible Broker's or Corporation's main office address.
- > This form can be used for Salesperson or Broker Associate owned fictitious business names.
- > Type or print clearly in blue or black ink.
- > All signatures must be original signatures.

1. BROKER OR CORPORATION DRE LICENSE NUMBER 2. BROKER OR CORPORATION NAME - DO NOT LIST DBA or Fictitious Business Names

### ADD/CANCEL FICTITIOUS BUSINESS NAME (DBA)

3A. FICTITIOUS BUSINESS NAME (DBA) - PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.

- ADD  
 CANCEL

3B. FICTITIOUS BUSINESS NAME (DBA) - PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.

- ADD  
 CANCEL

3C. FICTITIOUS BUSINESS NAME (DBA) - PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.

- ADD  
 CANCEL

### Salesperson/Broker Associate Certification

I hereby certify that I have read and am aware of the requirements set forth in Business and Professions Code Section(s) 10159.5 through Section 10159.7, and that a written contract has been signed by me and my responsible broker permitting me to file an application on behalf of my responsible broker with a county clerk to obtain a fictitious business name. Additionally, I understand that I may apply and pay for, obtain, and maintain ownership of a fictitious business name that may be used subject to the control of my responsible broker. I further understand when I use a fictitious business name that meets these conditions, I must include my responsible broker's identity in marketing and solicitation materials, in a manner required by the Real Estate Law. Furthermore, I understand that any issues or disputes between myself and the responsible broker or broker officer, identified below, regarding the ownership and/or use of such fictitious business name is a civil matter and would not fall under the purview of the Department of Real Estate.

4. PRINTED NAME OF SALESPERSON OR BROKER ASSOCIATE

5. DRE SALESPERSON OR BROKER ASSOCIATE LICENSE NUMBER

6. SIGNATURE OF SALESPERSON OR BROKER ASSOCIATE  
(MUST BE ORIGINAL OR ELECTRONIC SIGNATURE)

7. DATE

\* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et seq.)

### Responsible Broker/Broker Officer Certification

I hereby certify that I have read and am aware of the requirements set forth in Business and Professions Code Section(s) 10159.5 through Section 10159.7, and that a written contract has been signed by a salesperson operating under my supervision and myself allowing him or her to file an application with a county clerk to obtain a fictitious business name on my behalf. Additionally, I understand that this salesperson may apply and pay for, obtain, and maintain ownership of a fictitious business name that may be used subject to my control as the responsible broker. I further understand when allowing a salesperson to use a fictitious business name, that meets the conditions set forth above, my identity must be displayed in marketing and solicitation materials, in a manner required by the Real Estate Law. Furthermore, I understand that any issues or disputes between myself and the salesperson, identified above, regarding the ownership and/or use of such fictitious business name is a civil matter and would not fall under the purview of the Department of Real Estate.

8. PRINTED NAME OF SIGNING RESPONSIBLE BROKER OR BROKER OFFICER

9. SIGNATURE OF RESPONSIBLE BROKER OR BROKER OFFICER (MUST BE ORIGINAL OR ELECTRONIC SIGNATURE)

10. DATE

DRE  
ONLY

PROCESSOR #

DATE PROCESSED

SENDER'S #

DATE SENT

# COMPLETE DRE FORM RE 247

## FILL OUT RE 247 (PART 1)

- Box 1 - enter Real's corporate licence number, **02022092**
- Box 2 - enter **Real Brokerage Technologies**
- Box 3A - check Add and enter the FBN that was registered with San Diego County

ADD/CANCEL SALESPERSON OR BROKER ASSOCIATE OWNED FICTITIOUS BUSINESS NAME	
RE 247 (Rev. 6/24)	DRE RECEIVED DATE
<b>GENERAL INFORMATION</b>	
<p>➤ <i>Complete in full. Read instructions on page 2 before completing.</i></p> <p>➤ <i>Attach copy of filed Fictitious Business Name Statement.</i></p> <p>➤ <i>The responsible Broker's or Corporation's principal place of business as listed on the Fictitious Business Name Statement must match the responsible Broker's or Corporation's main office address.</i></p> <p>➤ <i>This form can be used for Salesperson or Broker Associate owned fictitious business names.</i></p> <p>➤ <i>Type or print clearly in blue or black ink.</i></p> <p>➤ <i>All signatures must be original signatures.</i></p>	
1. BROKER OR CORPORATION DRE LICENSE NUMBER	2. BROKER OR CORPORATION NAME - DO NOT LIST DBA or Fictitious Business Names
<b>ADD/CANCEL FICTITIOUS BUSINESS NAME (DBA)</b>	
3A. FICTITIOUS BUSINESS NAME (DBA) -- PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.	
<input type="checkbox"/> ADD	
<input type="checkbox"/> CANCEL	
3B. FICTITIOUS BUSINESS NAME (DBA) -- PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.	
<input type="checkbox"/> ADD	
<input type="checkbox"/> CANCEL	
3C. FICTITIOUS BUSINESS NAME (DBA) -- PRINT AS IT APPEARS ON FILING FROM COUNTY CLERK.	
<input type="checkbox"/> ADD	
<input type="checkbox"/> CANCEL	

# COMPLETE DRE FORM RE 247

## FILL OUT RE 247 (PART 2)

- Box 4 - Enter your name
- Box 5 - Enter your license number
- Box 6 & 7 - Sign and Date the form

**Note: Electronic signature is recommended because all signatures must be completed via the same method (all electronic signatures or all wet signatures)**

**[DOWNLOAD FORM AS A PDF](#)**

Salesperson/Broker Associate Certification	
<i>I hereby certify that I have read and am aware of the requirements set forth in Business and Professions Code Section(s) 10159.5 through Section 10159.7, and that a written contract has been signed by me and my responsible broker permitting me to file an application on behalf of my responsible broker with a county clerk to obtain a fictitious business name. Additionally, I understand that I may apply and pay for, obtain, and maintain ownership of a fictitious business name that may be used subject to the control of my responsible broker. I further understand when I use a fictitious business name that meets these conditions, I must include my responsible broker's identity in marketing and solicitation materials, in a manner required by the Real Estate Law. Furthermore, I understand that any issues or disputes between myself and the responsible broker or broker officer, identified below, regarding the ownership and/or use of such fictitious business name is a civil matter and would not fall under the purview of the Department of Real Estate.</i>	
4. PRINTED NAME OF SALESPERSON <b>OR</b> BROKER ASSOCIATE	5. DRE SALESPERSON <b>OR</b> BROKER ASSOCIATE LICENSE NUMBER
6. SIGNATURE OF SALESPERSON <b>OR</b> BROKER ASSOCIATE (MUST BE ORIGINAL OR ELECTRONIC* SIGNATURE)	7. DATE
<small>* Electronic signature must comply with California Uniform Transactions Act (CA Civ. Code section 1633.1 et.seq.)</small>	
Responsible Broker/Broker Officer Certification	
<i>I hereby certify that I have read and am aware of the requirements set forth in Business and Professions Code Section(s) 10159.5 through Section 10159.7, and that a written contract has been signed by a salesperson operating under my supervision and myself allowing him or her to file an application with a county clerk to obtain a fictitious business name on my behalf. Additionally, I understand that this salesperson may apply and pay for, obtain, and maintain ownership of a fictitious business name that may be used subject to my control as the responsible broker. I further understand when allowing a salesperson to use a fictitious business name, that meets the conditions set forth above, my identity must be displayed in marketing and solicitation materials, in a manner required by the Real Estate Law. Furthermore, I understand that any issues or disputes between myself and the salesperson, identified above, regarding the ownership and/or use of such fictitious business name is a civil matter and would not fall under the purview of the Department of Real Estate.</i>	
8. PRINTED NAME OF SIGNING RESPONSIBLE BROKER <b>OR</b> BROKER-OFFICER	
9. SIGNATURE OF RESPONSIBLE BROKER <b>OR</b> BROKER-OFFICER (MUST BE ORIGINAL OR ELECTRONIC* SIGNATURE)	10. DATE

# COMPLETE CAR FORM SOFBN

Please access this document through  
your [zipForms account](#)



## SALESPERSON OWNED FICTITIOUS BUSINESS NAME AGREEMENT (C.A.R. Form SOFBN, Revised 12/23)

This agreement, dated \_\_\_\_\_, for the use of a Salesperson Owned Fictitious Business Name ("SOFBN"), is made between \_\_\_\_\_ ("Broker") and \_\_\_\_\_ ("Salesperson" or "Broker-Associate") ("Agreement").

In consideration of the covenants and representations contained in this Agreement, Broker and Salesperson/Broker-Associate agree as follows:

1. Broker is duly licensed by the State of California as a real estate broker.
2. Salesperson/Broker-Associate is duly licensed by the State of California as a real estate salesperson under Broker.
3. Broker and Salesperson have previously entered into an Independent Contractor Agreement dated \_\_\_\_\_ ("ICA").
4. Broker authorizes Salesperson/Broker-Associate on behalf of Broker to file an application with the county clerk in \_\_\_\_\_ County to obtain the following SOFBN \_\_\_\_\_.
5. Broker authorizes Salesperson/Broker-Associate to deliver to the Department of Real Estate ("DRE") an application (DRE Form 247) signed by Broker requesting DRE's approval to use the county-approved SOFBN which shall be identified with Broker's DRE license number.
6. Salesperson/Broker-Associate agrees to pay any fees associated with filing the application with the county or DRE to obtain or use of the SOFBN.
7. Salesperson/Broker-Associate, while maintaining ownership of the SOFBN, agrees to use the name only as permitted by Broker. At a minimum, Salesperson understands that California Real Estate Law requires that advertising and solicitation materials including business cards, stationary, flyers, advertisements on television, in print or electronic media, and "for sale", "open house", lease, rent or directional signs, containing the SOFBN shall also include:
  - A. Broker's name in a manner equally as prominent as the SOFBN (Broker's DRE license number is optional) and;
  - B. Salesperson's/Broker-Associate's name and DRE license number.
8. Salesperson/Broker-Associate also agrees to the following additional use requirements: \_\_\_\_\_
9. Broker agrees that upon termination of Salesperson's/Broker-Associate's employment with Broker, Broker shall release any rights whatsoever to the SOFBN and shall file with DRE form DRE 247 removing the SOFBN from Broker's DRE license number.
10. Broker and Salesperson/Broker-Associate agree that upon termination of Salesperson's/Broker-Associate's employment with Broker all rights to commissions and all other matters, including rights under this Agreement, shall be determined by the provisions of the ICA.
11. Additional Terms and Conditions: \_\_\_\_\_

**By signing below Broker and Salesperson/Broker Associate acknowledge that each has read, understands, accepts, and has received a copy of this Salesperson Owned Fictitious Business Name Agreement.**

Brokerage Firm \_\_\_\_\_ Lic. # \_\_\_\_\_  
By \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

Salesperson/Broker-Associate \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

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525 South Virgil Avenue, Los Angeles, California 90020



SOFBN Revised 12/23 (PAGE 1 OF 1)

SALESPERSON OWNED FICTITIOUS BUSINESS NAME AGREEMENT (SOFBN PAGE 1 OF 1)

Real Broker, 3899 Balentine Dr #200 Newark, CA 94560 Phone: 818585698 Fax: \_\_\_\_\_  
Courtney McCashe Produced with Lone Wolf Transactions (zipform E810n) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.JadE.com

# COMPLETE CAR FORM SOFBN

## ACCESS SOFBN

- Access the Forms Library and search **Salesperson Owned Fictitious Business Name Agreement**
- Open the form to begin completing the document



### SALESPERSON OWNED FICTITIOUS BUSINESS NAME AGREEMENT (C.A.R. Form SOFBN, Revised 12/23)

This agreement, dated \_\_\_\_\_, for the use of a Salesperson Owned Fictitious Business Name ("SOFBN"), is made between \_\_\_\_\_ ("Broker") and \_\_\_\_\_ ("Salesperson" or "Broker-Associate") ("Agreement").

In consideration of the covenants and representations contained in this Agreement, Broker and Salesperson/Broker-Associate agree as follows:

1. Broker is duly licensed by the State of California as a real estate broker.
2. Salesperson/Broker-Associate is duly licensed by the State of California as a real estate salesperson under Broker.
3. Broker and Salesperson have previously entered into an Independent Contractor Agreement dated \_\_\_\_\_ ("ICA").
4. Broker authorizes Salesperson/Broker-Associate on behalf of Broker to file an application with the county clerk in \_\_\_\_\_ County to obtain the following SOFBN \_\_\_\_\_.
5. Broker authorizes Salesperson/Broker-Associate to deliver to the Department of Real Estate ("DRE") an application (DRE Form 247) signed by Broker requesting DRE's approval to use the county-approved SOFBN which shall be identified with Broker's DRE license number.
6. Salesperson/Broker-Associate agrees to pay any fees associated with filing the application with the county or DRE to obtain or use of the SOFBN.
7. Salesperson/Broker-Associate, while maintaining ownership of the SOFBN, agrees to use the name only as permitted by Broker. At a minimum, Salesperson understands that California Real Estate Law requires that advertising and solicitation materials including business cards, stationary, flyers, advertisements on television, in print or electronic media, and "for sale", "open house", lease, rent or directional signs, containing the SOFBN shall also include:  
A. Broker's name in a manner equally as prominent as the SOFBN (Broker's DRE license number is optional) and;  
B. Salesperson's/Broker-Associate's name and DRE license number.
8. Salesperson/Broker-Associate also agrees to the following additional use requirements: \_\_\_\_\_
9. Broker agrees that upon termination of Salesperson's/Broker-Associate's employment with Broker, Broker shall release any rights whatsoever to the SOFBN and shall file with DRE form DRE 247 removing the SOFBN from Broker's DRE license number.
10. Broker and Salesperson/Broker-Associate agree that upon termination of Salesperson's/Broker-Associate's employment with Broker all rights to commissions and all other matters, including rights under this Agreement, shall be determined by the provisions of the ICA.
11. Additional Terms and Conditions: \_\_\_\_\_

**By signing below Broker and Salesperson/Broker Associate acknowledge that each has read, understands, accepts, and has received a copy of this Salesperson Owned Fictitious Business Name Agreement.**

Brokerage Firm \_\_\_\_\_ Lic. # \_\_\_\_\_  
By \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

Salesperson/Broker-Associate \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

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SOFBN Revised 12/23 (PAGE 1 OF 1)

SALESPERSON OWNED FICTITIOUS BUSINESS NAME AGREEMENT (SOFBN PAGE 1 OF 1)

Real Broker, 3899 Balentine Dr #200 Newark, CA 94560 Phone: 818554598 Fax: 818554598  
Courtney McCaskey Produced with Love Wolf Transactions (22Form E818m) 717 N Harwood St, Suite 2200, Dallas, TX 75201 www.JadE.com

## COMPLETE SOFBN

- At the top, input the following information:
  - *Today's date*
  - **Real Brokerage Technologies**
  - *Your name*
- In section 3, enter the date that the Real Independent Contractor Agreement was signed.



### SALESPERSON OWNED FICTITIOUS BUSINESS NAME AGREEMENT

(C.A.R. Form SOFBN, Revised 12/23)

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  - A. Broker's name in a manner equally as prominent as the SOFBN (Broker's DRE license number is optional) and;
  - B. Salesperson's/Broker-Associate's name and DRE license number.

## COMPLETE SOFBN

- In section 4, input the following:
  - **San Diego**
  - ***FBN registered in the county***
- Leave section 8 blank

(SOFBN)

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\_\_\_\_\_  
\_\_\_\_\_.
9. Broker agrees that upon termination of Salesperson's/Broker-Associate's employment with Broker, Broker shall release any rights whatsoever to the SOFBN and shall file with DRE form DRE 247 removing the SOFBN from Broker's DRE license number.
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Brokerage Firm \_\_\_\_\_ Lic. # \_\_\_\_\_  
By \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

Salesperson/Broker-Associate \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

# COMPLETE CAR FORM SOFBN

## COMPLETE SOFBN

- Enter Brokerage Firm and license number
  - **Real Brokerage Technologies**
  - **02022092**
- Leave the next line blank for broker signature
- Enter your license number, sign and date

## DOWNLOAD FORM AS A PDF

(DRE 247)

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Brokerage Firm \_\_\_\_\_ Lic. # \_\_\_\_\_  
 By \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

Salesperson/Broker-Associate \_\_\_\_\_ Lic. # \_\_\_\_\_ Date \_\_\_\_\_

# UPLOAD DOCUMENTATION FOR REVIEW

Please follow this link to submit the  
Google Form for Broker review:

<https://docs.google.com/forms/d/e/1FAIpQLSc11uTlzF9fufqjYnePI0EDkNQCG5jlzjEstdFXASqzTbTBSA/viewform>

## CALIFORNIA Salesperson/Broker Associate Owned DBA Filing Request

The Real Estate Law requires that a fictitious business name must appear on your broker or corporation officer license before the name may be used in conducting activities for which a real estate license is required. Refer to Section 10159.5(a) of the Business and Professions (B&P) Code. Please review Commissioner's Regulation 2731. Please review RE282 and RE247 on dre.ca.gov site.

**\*\* Please use the following the naming convention for forms uploaded as: *state\_first name\_last name\_ FBN Filing (doc type)*. Must upload the stamped/filed DBA form from San Diego County Clerk, Proof of Publication, CA DRE form RE 247 and the SOFBN - Salesperson Owned Fictitious Business Name Agreement completed and signed by the agent, for processing.**

anna.berg@therealbrokerage.com [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Email \*

Record anna.berg@therealbrokerage.com as the email to be included with my response

Agent Name: \*

Your answer

Street Address \*

# UPLOAD DOCUMENTATION FOR REVIEW

## COMPLETE GOOGLE FORM

- Enter your information and requested information about the DBA filing

### CALIFORNIA Salesperson/Broker Associate Owned DBA Filing Request

The Real Estate Law requires that a fictitious business name must appear on your broker or corporation officer license before the name may be used in conducting activities for which a real estate license is required. Refer to Section 10159.5(a) of the Business and Professions (B&P) Code. Please review Commissioner's Regulation 2731. Please review RE282 and RE247 on dre.ca.gov site.

\*\* Please use the following the naming convention for forms uploaded as: *state\_first name\_last name\_ FBN Filing (doc type)*. **Must upload the stamped/filed DBA form from San Diego County Clerk, Proof of Publication, CA DRE form RE 247 and the SOFBN - Salesperson Owned Fictitious Business Name Agreement completed and signed by the agent**, for processing.

anna.berg@therealbrokerage.com [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Email \*

Record anna.berg@therealbrokerage.com as the email to be included with my response

Agent Name: \*

Your answer

Street Address \*

# UPLOAD DOCUMENTATION FOR REVIEW

## UPLOAD DOCUMENTS FOR REVIEW

Use the following naming convention sample for all documents:

**state\_first name \_last name\_DBA[doc type]**

- San Diego County stamped and recorded FBN statement
- Proof of publication (screenshot of email confirmation)
- DRE form RE 247 completed and signed by agent
- CAR form SOFBN- Salesperson Owned Fictitious Business Name completed and signed by agent

**ALL DOCUMENTS MUST BE UPLOADED AT ONE TIME**

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# REMINDER

**Receipt of the submitted forms signed by the broker is required before proceeding to the next step.**

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# DRE REGISTRATION

# DRE REGISTRATION

## COLLECT THE FOLLOWING FORMS TO SEND:

- San Diego County stamped and recorded FBN statement
- DRE form RE 247 completed and signed by agent and Designated Broker

### MAIL TO:

**Department of Real Estate**

**P.O. Box 137004**

**Sacramento, CA 95813-7004**

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# FINAL STEPS

**DRE registration can take 6-8 weeks.**

**Once the DRE processes the filing, the new DBA will then be added under the Real Brokerage Technologies corporate license.**

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# REMINDER

When using the DBA, it MUST be co-branded with Real Broker.

Until all of these steps are completed, agents may not use a DBA on any signage, advertising, or marketing materials.