



Real Estate Commission

Trade Name Application User Guide

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Trade Name Application

1. In the **Introduction** step, read the information carefully, then click “**Next**”.

RLD Intake

Introduction

Basic Information

Trade Name Information

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Introduction

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each individual applying meets all requirements for licensure set by either state statute or regulations governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession and certify that licensees meet minimum education, training, and health and safety standards to ensure public trust.

If you have further questions regarding licensure or the Regulation and Licensing Department Boards and Commissions Division, please visit the website at www.rld.nm.gov/boards-and-commissions/. Each Board and Commission have their own webpage with specific requirements for licensure, continuing education, renewals, public meeting information, and a direct phone number and email to their respective administrator and other support staff who can be reached for help.

If you are ready to apply, please click the Save & Next button to begin your application.

A qualifying broker shall conduct brokerage business under the trade name and from the brokerage address registered with the commission. Every brokerage shall have a qualifying broker in charge. The license of the qualifying broker and each associate broker associated with that qualifying broker shall be prominently displayed in each brokerage office.



Please ensure that you are applying for the correct license, permit or exam approval. Incorrect applications or those submitted in error may result in delays or additional application fees. Please note all fees are non-refundable even if the application is denied or withdrawn.

Save for later

Next

2. On the **Basic Information** page, verify that all information is valid and up to date.

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

Applicant Information

* First Name

Middle Name

* Last Name

Any other name(s)

* Phone Number

* Email Address

Mailing Address

* Mailing Street

* Mailing City

* Mailing State

Mailing County (If in New Mexico)

* Mailing Zip

* Mailing Country

Save for later

Previous

Next

- a. If your information is **Not Up to Date**, select the **“My Profile”** button at the top left to update your information.

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

✓ **Applicant Information**

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

✓ **Mailing Address**

* Mailing Street

* Mailing City * Mailing State

Mailing County (If in New Mexico) * Mailing Zip

* Mailing Country

[Save for later](#) [Previous](#) [Next](#)

- i. Select the **“Edit”** button at the bottom right of the page.

My Profile

✓ **Person Information**

* First Name Middle Name * Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

Race Ethnicity Preferred Language Are you a New Mexico Resident?

Date of Birth Gender

Primary Phone No Business Phone No

Identifier Type Identifier Number

✓ **Mailing Address**

Mailing Street

City State/Province

Country Zip Code County (If in New Mexico)

[Edit](#)

- ii. Enter in all relevant updated data and select **“Save”** at the bottom right when completed, then return to your application and click **“Next”**.

My Profile

Person Information

* First Name Middle Name * Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

* Race * Ethnicity * Preferred Language * Are you a New Mexico Resident?

* Date of Birth * Gender

* Primary Phone No Business Phone No

* Identifier Type * Identifier Number

SSN

Mailing Address

* Mailing Street

* City State/Province

Country * Zip Code County (If in New Mexico)

Cancel Save

- b. If your information is **Up to Date**, select the **“Next”** button at the bottom right of the page.

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

Applicant Information

* First Name Middle Name * Last Name

Any other name(s)

* Phone Number * Email Address

Mailing Address

* Mailing Street

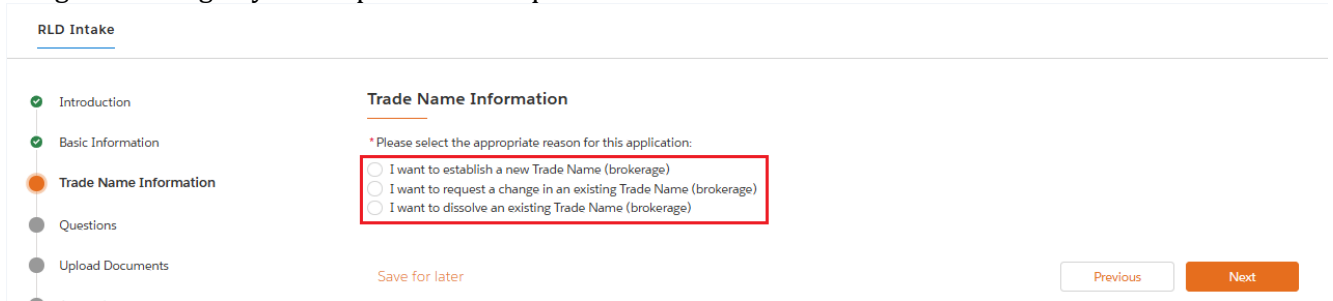
* Mailing City * Mailing State

Mailing County (If in New Mexico) * Mailing Zip

* Mailing Country

Save for later Previous Next

3. In the **Trade Name Information** section, select if you want to **Establish**, **Change**, or **Dissolve** a **Trade Name** by selecting your response below **Question 1**. The **Trade Name Information** and **Questions** sections will change according to your response to this question.



RLD Intake

Introduction
Basic Information
Trade Name Information
Questions
Upload Documents

Trade Name Information

* Please select the appropriate reason for this application:

☐ I want to establish a new Trade Name (brokerage)
☐ I want to request a change in an existing Trade Name (brokerage)
☐ I want to dissolve an existing Trade Name (brokerage)

Save for later

Previous Next

- a. If you select to “**Establish a new Trade Name**”, additional fields will populate for you to enter your **Brokerage Name**, **Email Address**, and **Phone Number** into the appropriately named text boxes. Specify whether your brokerage is “**Physical**” or “**Virtual**” using the radio buttons underneath the question. If you selected any other response to the first question, you may click “**Next**” to proceed to the **Questions** section.



▼ New Trade

* Brokerage Name

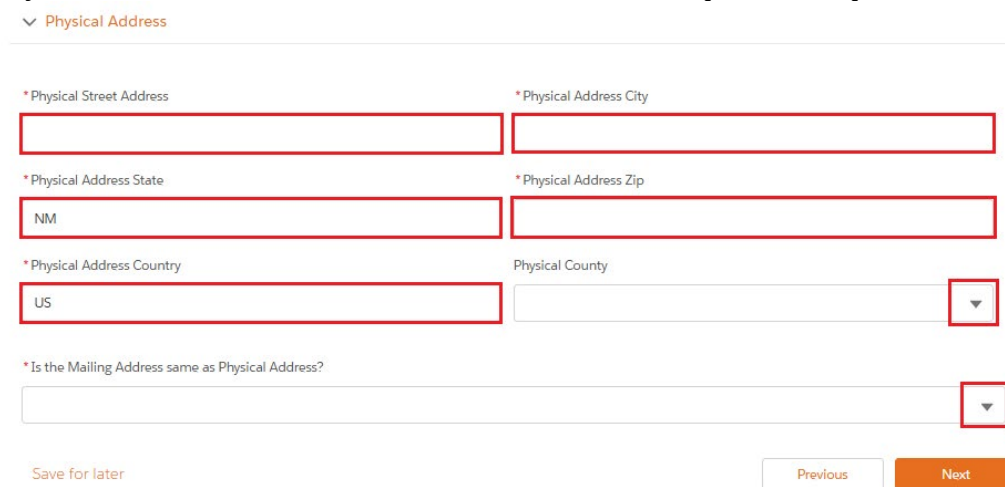
* Specify type of brokerage

☒ Physical
☐ Virtual

* Email Address

* Phone

- b. After selecting your **Brokerage Type**, additional fields will populate. If you selected “**Physical**”, use the text boxes to enter your brokerage’s **Physical Address**, **City**, **State**, **Zip**, and **Country** into the corresponding text boxes and select the **Physical County** using the dropdown. If your **Mailing Address** and **Physical Address** do not match, select “**No**” from the dropdown and proceed to step d.



▼ Physical Address

* Physical Street Address

* Physical Address City

* Physical Address State

* Physical Address Zip

* Physical Address Country

Physical County

* Is the Mailing Address same as Physical Address?

Save for later

Previous Next

c. If you selected “**Virtual**”, enter the “**Virtual Office URL**” into the corresponding text box.

*Specify type of brokerage

☐ Physical
☒ Virtual

*Virtual office URL

Any changes in URL or Web link must be notified to NMREC.

d. Enter your **Mailing Street, City, State, Zip, and Country** into the corresponding text boxes.

▼ Mailing Address

*Mailing Street

*Mailing City

*Mailing State

*Mailing Zip

*Mailing Country

Save for later

Previous

Next

e. Once all sections of the **Trade Name Information** page are answered accurately, click “**Next**” to proceed.

4. In the **Questions** section, you will answer questions about your licensure, trade name information, and background. Depending on your responses in the **Trade Name Information** section, you will have different questions in this section. Please complete each section of this page, as they are all required to proceed.

a. Answer each of the questions within this section using the radio buttons below the question. The questions asked will vary depending on your answers in the previous section. Questions marked with a red asterisk (*) require an answer before moving to the next page.

* Do you certify that you are a Qualifying Broker affiliated with Trade Name who has authority to request dissolution for a Trade Name (brokerage) ?

☒ Yes

You will be required to upload authorization to request this change from Corporate Officer of Trade Name.

* Do you understand that you are responsible for submitting the current wall licenses for yourself and each broker that will be impacted with the dissolution of Trade Name (brokerage) to the Commission office ?

☒ Yes

Questions with only one response are a licensure requirement set by your Board/Commission. If you are unable to answer the question truthfully, you may need to contact your Board to inquire about meeting this license type's requirements.

- b. If you select to **Change** or **Dissolve an existing Trade Name**, you will be asked to search for the **Trade Name** you are making edits to using a **Search Box**. Enter the **Trade Name License Number** and select it from the list that generates below the **Search Box**. The **Trade Name** and **Trade Name License Number** will populate in the corresponding text boxes. If the information is correct, you can continue within the **Questions** section.

Questions

* Specify the Name and License Number for Trade Name (brokerage) for which you are requesting change or dissolution? You can search by entering the license number.

1

Trade Name

Trade Name License Number

QB

1

- c. If you selected to **Change an existing Trade Name**, you will be prompted to select the type of changes you are requesting. Questions with square radio buttons indicate that more than one response can be selected. Choose all that apply to your **Trade Name** application, then use the text box to specify the details of your **Change Request**.

You will be required to upload authorization to request this change from Corporate Officer of Trade Name.

* What kind of change are you requesting for Trade Name (brokerage)

- ☒ I want to change Name for an existing Trade Name (brokerage)
☒ I want to change Physical Address of for an existing Trade Name (brokerage)
☐ I want to change web address for my virtual Trade Name (brokerage)
☐ I want to convert a virtual Trade Name (brokerage) into physical one or vice versa.

Please specify additional details regarding your change request for Trade Name? Add details such as New Trade Name, New Physical Address, New Mailing Address, or New Web Address (if virtual).

- d. After indicating that you have **Errors and Omissions Insurance**, a table will populate asking you to enter your **Insurance Information**. Click **"Add New"** to begin adding this information.

Transactions may include sales transactions, lease transactions, or a combination thereof. You will be required to upload duly filled 'Transaction Point Form' on the document upload page, later in the application. Transaction Point Form can be downloaded from available [link](#).

* Do you have errors and omissions insurance coverage meeting the requirements of NMAC 16.61.5?

☒ Yes

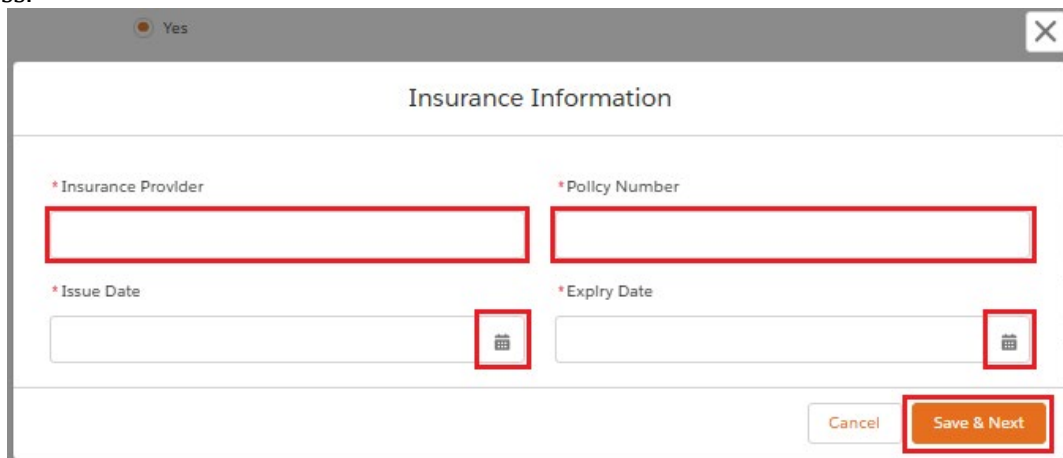
Insurance Information

if you need to view, edit or delete any record, click the down arrow under the action for that specific record.

Add New

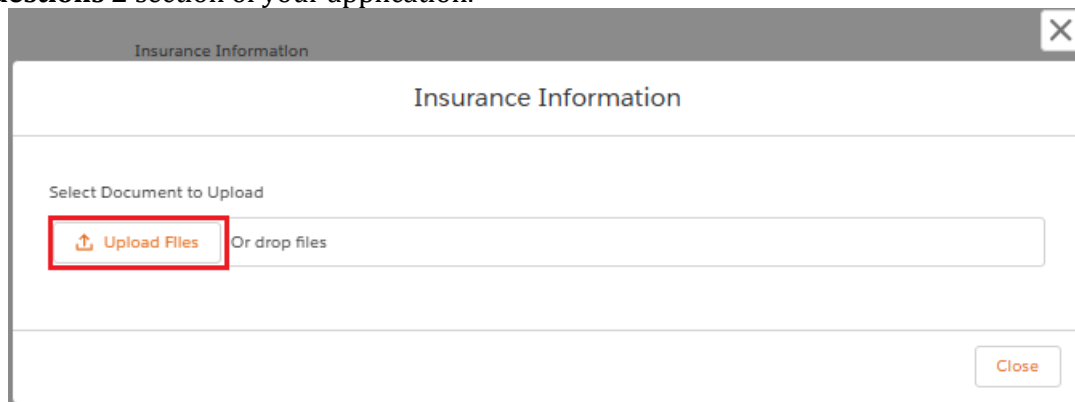
Insurance Provider	Issue Date	Expiry Date	Status	Action

- e. Enter the **Insurance Provider** and **Policy Number** into the **Insurance Information** form. Then enter the **Issue Date** and **Expiry Date** into the corresponding fields in **MM/DD/YYYY** format, or you can use the **Calendar** icon to select the date from the full calendar view. Finally, click **“Save & Next”** to progress.



The screenshot shows the 'Insurance Information' form. It has four input fields: '* Insurance Provider', '* Policy Number', '* Issue Date', and '* Expiry Date'. The 'Issue Date' and 'Expiry Date' fields have calendar icons next to them. At the bottom right, there are two buttons: 'Cancel' and 'Save & Next'. The 'Save & Next' button is highlighted with a red box.

- f. Click **Upload Files** to open your computer’s File Explorer and select your **Proof of Coverage** for this Insurance Information entry. After your file has been uploaded, click **“Done”** then **“Close”** to return to the **Questions 2** section of your application.



The screenshot shows the 'Insurance Information' form with the 'Select Document to Upload' section. It features an 'Upload Files' button with an upload icon, followed by the text 'Or drop files'. A 'Close' button is located at the bottom right. The 'Upload Files' button is highlighted with a red box.

- g. Your **Insurance Information** entry will enter **“Pending Review”** status and be reviewed by your Board/Commission. You can use the **Action** dropdown to **View**, **Edit**, or **Delete** your entry when it is not pending. Repeat steps d. through g. as necessary until all of your **Insurance Information** has been entered.

Insurance Information

if you need to view, edit or delete any record, click the down arrow under the action for that specific record.

Insurance Information					Add New
Insurance Provider	Issue Date	Expiry Date	Status	Action	
Insurance Provider Name	1/1/2025	12/31/2025	Pending Review	View Edit Delete	

- h. Answer the final three questions in this section by clicking “**Yes**” or “**No**” in the radio button next to the response you are choosing. If you select “**Yes**” to any of the final three questions, an additional text field will populate for you to **Provide Any Relevant Details** pertaining to the question. You will have an opportunity to upload **Supporting Documents** in a later section of the application.

* Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes
☒ No

* Have you been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in NMAC 16.61.3.15(A)?

☐ Yes
☒ No

* Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

☒ Yes
☐ No

A person who submits an application for an initial license or renewal of a license is not eligible for issuance of the license if the applicant is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.

* Provide any relevant details below. It is also recommended that you upload documentation of the criminal case and disposition (e.g. decision and order, settlement, plea, etc.) as other supporting documents on the document upload page, later in this application.

Save for later

Previous

Next

- i. Once all sections of the **Questions** section are answered accurately, click “**Next**” to proceed.

5. In the **Uploaded Documents** section, click the blue “**Upload**” icon to begin selecting the document to upload. All fields marked with a red asterisk (*) are mandatory for your application.

RLD Intake

- ☒ Introduction
- ☒ Basic Information
- ☒ Trade Name Information
- ☒ Questions
- ☒ **Upload Documents**
- ☐ Attestation
- ☐ Payment
- ☐ Confirmation

Upload Documents

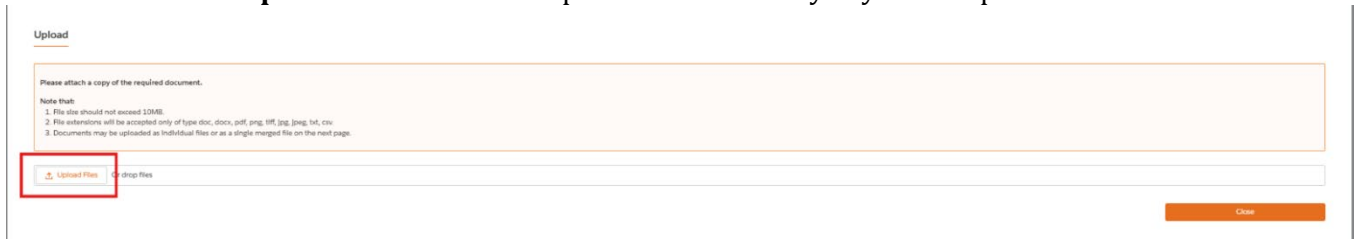
Document Name	Document Description	Uploaded Files
* Corporate Officer Authorization	Authorization to request changes in Trade Name or dissolution of Trade Name from Corporate Officer of Trade Name	
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

Previous

Next

- a. Select the **“Upload Files”** button to open the file directory of your computer.



Upload

Please attach a copy of the required document.

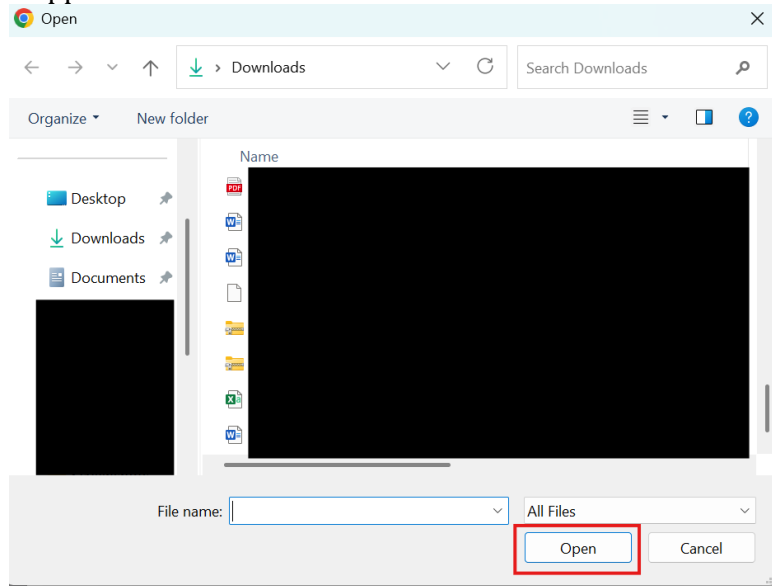
Note that:

1. File size should not exceed 10MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

Upload Files | Or drop files

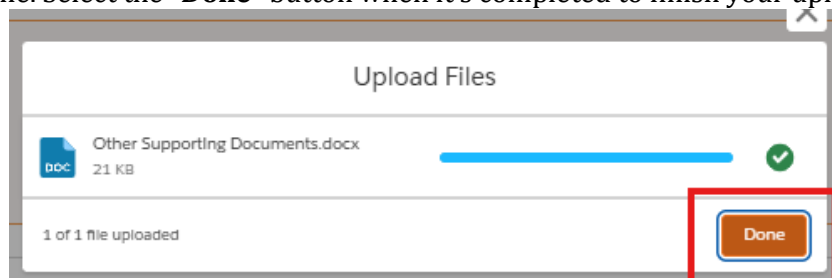
Close

- b. Select the appropriate document requested by your Board from your files, and then select **“Open”** to upload it to your application.

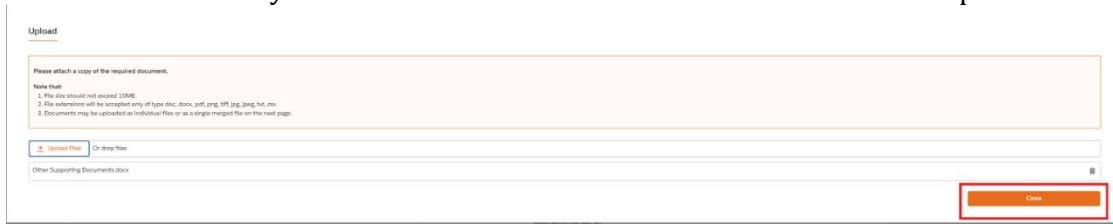


Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, .jpeg, .txt, .csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you click the upload button, you may need to enable pop-ups in your web browser as well.

- c. The file will notify you when it has finished uploading with a green check mark to the right of the document name. Select the **“Done”** button when it’s completed to finish your upload.



- d. You will be able to see your document added and can then select the **“Close”** option.



Upload

Please attach a copy of the required document.

Notes:

- 1. File size should not exceed 10MB.
- 2. File extensions will be accepted only of type doc, docx, pdf, png, ppt, jpg, jpeg, txt, xls.
- 3. Documents may be uploaded as individual files or as a single merged file on the next page.

Upload Files | Or drag files

Other Supporting Documents.docx

Close

- e. You will be able to see the documents in each section once you have completed an upload. If you would like to remove any uploaded documents, you can click the **“Trash Can”** icon to delete them from your application. Use the orange **Eye** icon to preview your document and the green **Download** icon to save the uploaded document to your computer.

RLD Intake

- Introduction
- Basic Information
- Trade Name Information
- Questions
- Upload Documents**
- Attestation
- Payment
- Confirmation

Upload Documents

Document Name	Document Description	Uploaded Files
* Corporate Officer Authorization	Authorization to request changes in Trade Name or dissolution of Trade Name from Corporate Officer of Trade Name	 Your Document Name   
Other Supporting Documents	Any supporting documents that could assist in review of the application.	

Save for later

Previous **Next**

- f. Repeat step 5 of this guide until all required documents (*) have been uploaded. Then click the **“Next”** button to proceed.

6. On the **Attestation** page, review the statement on the screen. Then select the **checkbox** to certify your agreement. After, **enter your name** and select the **“Next”** button at the bottom right.

RLD Intake

- Introduction
- Basic Information
- Trade Name Information
- Questions
- Upload Documents
- Attestation**
- Payment
- Confirmation

Attestation

Application Attestation

☒ I hereby depose and state under penalty of perjury, I am the person described and identified in this application, the information given by me is true, correct, and complete to the best of my knowledge and belief.

I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

* Applicant Name

Date

Save for later

Previous **Next**

7. On the **Payment** page, review the notice before making any selections.

RLD Intake

- Introduction
- Basic Information
- Trade Name Information
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode of payment and click "Pay and Submit" to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select 'Operating Transfer' if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

The amount to be paid is \$

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

- Select a **Mode of Payment** then the "**Pay and Submit**" button. When selecting either **Credit Card (Visa or Mastercard)** or **E-Check** as your payment method, a new tab will open directing you to the **CyberSource Payment Gateway** screen. Please disable any pop-up blockers to ensure the page opens correctly in the new tab.

RLD Intake

- Introduction
- Basic Information
- Trade Name Information
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

Payment

Select your mode of payment and click "Pay and Submit" to input your payment information. Payments made with a Visa or Mastercard will be charged a 2.5% transaction fee. This is a fee imposed directly by the bank, and no portion of the fee is paid to or collected by the RLD. Payments made by e-check will not result in any transaction fee.

Note: Only select 'Operating Transfer' if your fee will be paid by another New Mexico state agency and you have received formal confirmation from the agency that it is transferring the funds to RLD through an operating transfer. Renewals will not be approved until an operating transfer is confirmed by RLD. If this option is selected, users can bypass the fee payment.

* Mode of Payment

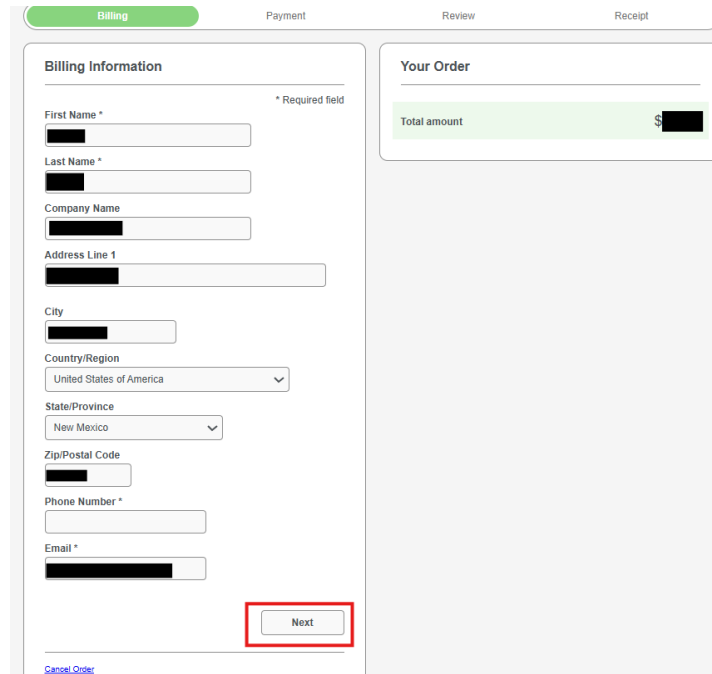
The amount to be paid is \$

Please click the **Pay & Submit** button to proceed with the payment.

[Save for later](#) [Previous](#) [Pay and Submit](#)

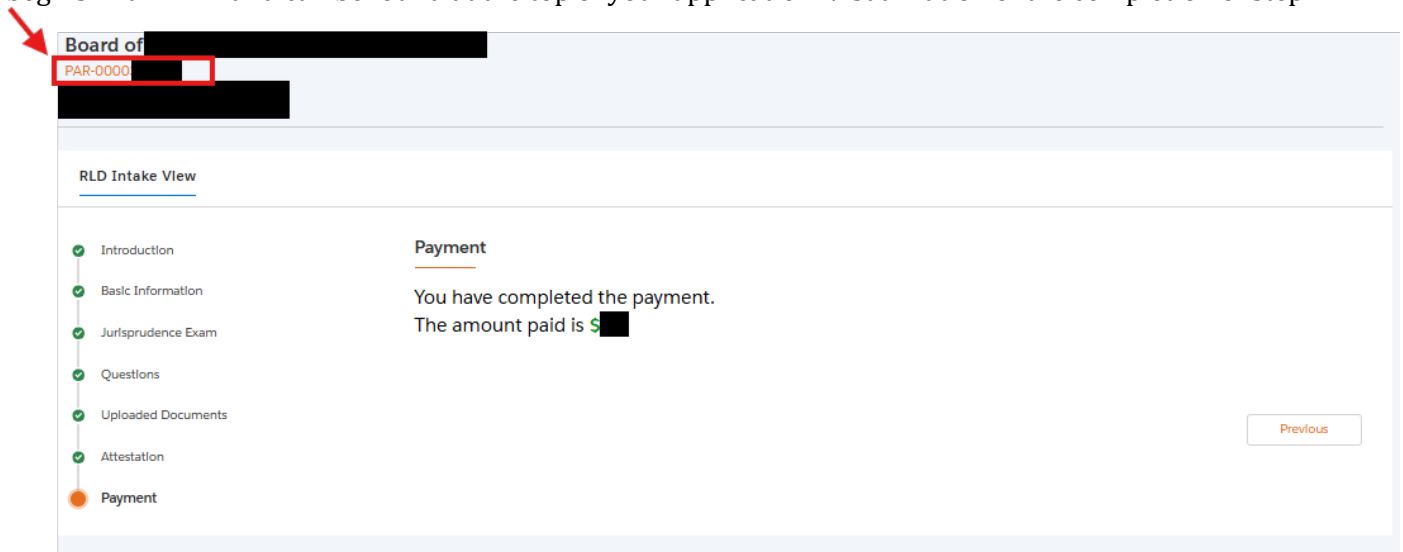
Note: Payments are processed through a separate system, and your credit card info is not stored or saved by RLD. Cybersource is a SoNM billing platform, and this is not phishing or other malware. Upon payment completion, you will receive a payment receipt to the email address you have entered in the Payment Gateway.

- b. Fill out all fields in the **Billing Information** and **Payment Information** portions, then **Review** the transaction information before paying. Click the “**Next**” button to proceed through the entire payment process. Once your payment is completed, you may close your tab with Cybersource where you processed your payment.



The screenshot shows a web form with a green header bar containing tabs: Billing (selected), Payment, Review, and Receipt. The form is divided into two main sections. The left section, titled "Billing Information", contains several required fields marked with an asterisk: First Name, Last Name, Company Name, Address Line 1, City, Country/Region (a dropdown menu showing "United States of America"), State/Province (a dropdown menu showing "New Mexico"), Zip/Postal Code, Phone Number, and Email. A "Next" button is located at the bottom right of this section, highlighted with a red rectangle. The right section, titled "Your Order", shows a "Total amount" field with a dollar sign and a blacked-out value. A "Cancel Order" link is visible at the bottom left of the form.

8. Your application is now complete and will be submitted for approval. To check the status of your application, please contact your board or division directly. Please be sure to reference your application number, which begins with **PAR-** and can be found at the top of your application. Visualization of the completion of step



The screenshot shows a web interface with a header bar containing a red arrow pointing to a "Board of" dropdown menu and a "PAR-0000" text field. Below the header is a section titled "RLD Intake View". On the left, there is a vertical list of steps: Introduction, Basic Information, Jurisprudence Exam, Questions, Uploaded Documents, Attestation, and Payment. The "Payment" step is highlighted with an orange circle. On the right, under the "Payment" heading, it says "You have completed the payment. The amount paid is \$ [blacked out]". A "Previous" button is located at the bottom right of the page.

9. On the **Home Page**, the application will appear under **My Applications** with **Submitted** status.

Licenses & Applications

My Applications

Application ID	License Type	Application Type	Applied Date	Status	Action
PAR-0000 [REDACTED]	[REDACTED]	New	10/7/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/29/2025	Draft	
PAR-0000 [REDACTED]	[REDACTED]	New	7/28/2025	Submitted	View Review Checklist

[View All](#)