

MAILING ADDRESS:

TEXAS REAL ESTATE COMMISSION
P.O. Box 12188
Austin, Texas 78711-2188
www.trec.texas.gov



OFFICE ADDRESS:

TEXAS REAL ESTATE COMMISSION
1700 N. Congress, Suite 400
Austin, Texas 78701
Telephone: (512) 936-3000

INSTRUCTIONS FOR APPLICATION TO APPROVE RESIDENTIAL SERVICE CONTRACT

These instructions apply to a residential service company license holder or applicant requesting revisions or implementation of a contract.

- ◆ All information on the form must be provided. Do not leave any blanks.
- ◆ All supporting documentation must be clearly identified and numbered to correspond to the question to which it refers.
- ◆ On Item 3, enter the date that you propose to implement the contract or the revision. Please allow at least 30 days for the Commission to review and provide a response to the information submitted.
- ◆ Each proposed contract must be submitted with its own Application to Approve Residential Service Contract form and fee.
- ◆ The application will be rejected if you do not submit all required information and documentation with the application.

PRIVACY NOTICE

In accordance with Chapter 559, Government Code, the following notice about certain information laws and practices is given.

- (1) With few exceptions, an individual is entitled on request to be informed about the information that a state governmental body collects about the individual.
- (2) Under Sections 552.021 and 552.023 of the Government Code, the individual is entitled to receive and review the information.
- (3) Under Section 559.004 of the Government Code, the individual is entitled to have the governmental body correct information about the individual that is incorrect.



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APPLICATION TO:
APPROVE RESIDENTIAL SERVICE CONTRACT

| FEE | REGISTER NUMBER | REVENUE CODE | AMOUNT | LICENSE NUMBER |
|-----------------|-----------------|--------------|--------|----------------|
| RSC CONTRACT | | 30 | \$250 | |

THIS AREA FOR TREC USE ONLY

DO NOT WRITE ABOVE THIS LINE

NOTE: ALL INFORMATION MUST BE TYPED OR PRINTED IN INK

1. Company Contact information:

NAME OF COMPANY: _____

LICENSE NUMBER: _____

ADDRESS: _____

Contact information for person preparing application:

NAME: _____

TITLE: _____

DATE: _____

TELEPHONE/FAX: _____

EMAIL: _____

2. Form or Contract number: _____

This is a: ☐ new contract ☐ revised contract

This document is available on the TREC website at www.trec.texas.gov

3. We propose to use or implement the enclosed contract on (specify date): _____

New Contracts

4. Submit the following information and documentation:

- a. A copy of the new contract.
- b. A summary explaining the coverage and an explanation of how and to whom this contract will be marketed.
- c. A sample copy of the declaration of page, if any.
- d. Promotional materials, if available.

Revised Contracts

5. Submit the following information and documentation:

- a. A copy of the new contract.
- b. A red-lined or marked-up copy of the contract that clearly highlights all additions and deletions to the previously approved contract.
- c. A summary of the proposed changes and the rationale for the changes.
- d. A sample copy of the declaration page, if any.
- e. Promotional materials, if available.