



REAL ESTATE LICENSING
P.O. BOX 9048
OLYMPIA, WA 98507-9048
(360) 664-6488 or (360) 664-6500
FAX (360) 586-0998
dol.wa.gov

Real Estate Individual Broker's License Application

See page 2 for instructions and requirements

FOR VALIDATION ONLY

- Please check the appropriate box(es):
[] First License \$210.00
[] New Individual Broker Office \$210.00
[] Change of Address No Fee
[] Company Name Change No Fee

Make remittance payable to State Treasurer.
Send application with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

Applicant Information If application information is incomplete, it will not be processed.

Form with fields for Applicant's Name, Social Security No., Date of Birth, DBA Name, Unified Business Identifier, Company Telephone No., Company Address, City, State, Zip, County, Applicant's Mailing Address, and Applicant's Telephone No.

Please respond to the following questions:

- 1. Are you the sole owner of this real estate business?
2. What is zoning of the area in which the office is located?
3. Is the office in the same building as residence?
4. With the exception of motor vehicle violations, have you ever been convicted of a crime, felony, or misdemeanor by this state, any other state, the federal government, or any other jurisdiction within the past ten years?
5. Is there a criminal complaint or accusation, or other information presently pending against you, or are you under indictment in this state, any other state, by the federal government, or by any other jurisdiction?
6. Has any application for a professional or occupational license or permit made by you ever been denied, or has a license or permit issued to you ever been suspended, revoked, censured, or fined, in this state or any other jurisdiction?
7. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in which the subject matter involved any real estate or business related activity?
8. Are you currently required to register as a sex offender in this state or any other state?

Attach a letter of explanation for any Yes answer(s) to questions 4-8.

*State law, RCW 26.23.150, requires you to furnish your Social Security Number when you apply for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security Number. Resident aliens, without a Social Security Number, must furnish their Individual Tax Identification Number.

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct.

Signature X Date

For office use only

Table with columns: Prog 1, Tran 3, Prof 4, Pic No. 5, Exp. Date 9, Stat. 11, Birthdate 13, Class 14, Bill 16, Split 43. Values: 27008, 9, I, 1

Table with columns: Tax, Cert. Date, LA Date. Values: 27, 30, 40

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-6500 or TTY (360)664-8885.

Procedure for Individual Broker

First License or New Individual Broker Office

1. Return the Washington Real Estate Salesperson or Associate Broker License, released by the present broker.
2. Complete the application for Real Estate Individual Broker's License.
3. Pay the application fee – \$210.00.
4. Complete an application for each person who is to act as salesperson or associate broker. The licensee must have his/her current salesperson or associate broker license released and returned to this office.

Change of Address

1. Return all current Washington Real Estate Licenses showing the previous address.
2. Complete an application for Real Estate Individual Broker's License **or** Application for Broker Address Change.
3. Complete an application for each licensee affected by this change.
4. If you wish to add, change, or delete a PO Box or suite number, the same requirements apply.

Company Name Change

1. Return the individual broker license.
2. Complete an application for Real Estate Individual Broker's License.

Important Information Regarding Real Estate Company Names

If you are **opening a new company or changing your company name**, we advise that you check the availability of the desired name with our office. In order to do so, please submit your request in writing to: Real Estate Licensing, PO Box 9021, Olympia, WA 98507-9021, or send a FAX to (360) 586-0998.

Names cannot be checked by telephone. Please include your telephone number and address so we may contact you after the name has been checked. If the name is available, we will reserve it for you for 60 days.

NOTE: Approval or issuance of a name by other state agencies or divisions **does not** insure that it can be issued by **this** office.

Please do not order signs, stationery, business cards, etc. until your license has been issued.

Upon filing, this application becomes a public record and is subject to public disclosure provisions under RCW 42.56