

## Real Estate Firm Change of Name or Designated Broker, Add or Change DBA Name

Use this form to add a doing business as (DBA) name to the firm, change a firm or DBA name, or change the designated broker. If you are applying for a new real estate firm license, use form [RE-620-008](#), Real Estate Firm Application.

- **If you are changing your firm name**, prior to submitting this form:
  1. Check the availability of your desired name with the Secretary of State at (360) 725-0377 and
  2. Check the availability of your desired name with our office by faxing your request to (360) 586-0998.
- **If you are adding or changing a DBA name, prior to submitting this form**, check the availability of the desired name by faxing a request to our office at (360) 586-0998.

Send this completed form and any required documents to:

**Real Estate Licensing  
Department of Licensing  
PO Box 9021  
Olympia, WA 98507**

If you have any questions, call (360) 664-6500 or (360) 664-6488.

Check all that apply:

- Change of designated broker  
 Change of firm name  
 New DBA  
 Change of DBA

**Firm information** – Incomplete applications will not be processed.

TYPE or PRINT Firm name		Washington UBI number	
Name firm will do business as <i>(if applicable)</i>			
Mailing address <i>(Address, City, State, ZIP code)</i>			
Physical address, if different <i>(Address, City, State, ZIP code)</i>			
TYPE or PRINT Designated broker name <i>(First, Middle, Last)</i>		(Area code) Telephone number	(Area code) Fax number
Email	Firm website		

**Controlling interest**

List all owners and/or person(s) with a controlling interest in this firm. Controlling interest is defined as the ability to control either the operational, financial, or both, decisions of the firm. The designated broker must be granted the authority to control the operational, financial, or both, decisions of the firm, whether or not he/she has ownership interest. Attach additional sheets if necessary.

<b>1</b> TYPE or PRINT Designated broker name <i>(First, Middle, Last)</i>
Mailing address <i>(Address, City, State, ZIP code)</i>
<b>2</b> Name <i>(First, Middle, Last)</i>
Mailing address <i>(Address, City, State, ZIP code)</i>

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For office use only		
Firm license number	Effective date	Expiration date

**Controlling interest** (continued)

<b>3</b>	Name (First, Middle, Last)
Mailing address (Address, City, State, ZIP code)	
<b>4</b>	Name (First, Middle, Last)
Mailing address (Address, City, State, ZIP code)	
Answer the following Has anyone listed above been the subject of a final departmental order or had their real estate license suspended or revoked? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," please explain on a separate sheet.	

By signing this application you understand that we, the Department of Licensing, have the right to enter your business location(s) at reasonable times to inspect the records that you are required to keep by the laws and regulations that govern the license you are applying for.

It is your responsibility as a licensee to cooperate with an audit or an investigation by providing the Department of Licensing with the requested documents and a written explanation of the matter contained in a complaint.

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

**X**

\_\_\_\_\_  
Date and place signed

\_\_\_\_\_  
Designated broker signature

**Required documents**

**Change of designated broker**

- The outgoing designated broker must submit a dated letter signed by both the outgoing and incoming designated brokers stating:
  - who is resigning and who is being appointed.
  - that the incoming designated broker accepts the outgoing designated broker's listing of the firm's brokerage service contracts including pending transactions, property management agreements, and listing agreements itemized by client name and type.
  - that the incoming designated broker accepts the outgoing designated broker's itemization of the firm's trust funds, including advance fees, by banking institution name and account numbers.
  - the names and license numbers of all licensees affected by the change of broker.
  - that the new designated broker has a controlling interest in the firm.
- The incoming designated broker must submit:
  - his or her current license.
  - a completed Real Estate Endorsement Application (RE-620-016) indicating that the incoming designated broker has a controlling interest in the firm.
  - a new Real Estate Branch Office License Application (RE-620-011) if applicable.
- If the outgoing designated broker wants to keep his or her managing broker license active, a new Real Estate License Name Change, Transfer or Reactivation Application (RE-620-004A) must be submitted.

**Change of firm name**

- Enclose all real estate licenses showing former firm name.
- Submit a new Real Estate License Name Change, Transfer or Reactivation Application (RE-620-004A) for each real estate broker or managing broker.
- Submit a new Real Estate Endorsement Application (RE-620-016) for each branch manager or designated broker.
- Enclose a copy of name change amendment from the Secretary of State.
- Submit a new Real Estate Branch Office License Application (RE-620-011) for each branch office location, if applicable.

**Change of DBA name**

- Enclose all real estate licenses showing previous DBA name.
- Submit a new Real Estate Branch Office License application (RE-620-011) for each branch office location, if applicable.

**Once filed, this application is a public record and is subject to public disclosure.**

RCW 18.85.361(6); 18.235.130 (5)(6); 42.56.  
WAC 308-124C-125, 130, 135, 140.