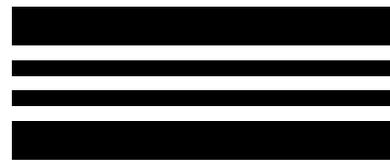


**Real Estate Firm
Change of Designated Broker**



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



Designated broker change

• **Outgoing designated broker:**

- Submit a dated letter signed by both outgoing and incoming designated brokers (**see below**).
- To keep your managing broker license active, submit a new [Real Estate License Transfer and Activation \(RE-620-004A\)](#).

• **Incoming designated broker:**

- Return your current license with this application.
- Submit a [Real Estate Endorsement Application \(RE-620-016\)](#) showing you have a controlling interest in the firm.
- Submit a [Real Estate Branch Office License Application \(RE-620-011\)](#) if applicable.

Designated broker change letter

Outgoing designated broker must submit a dated letter, signed by both outgoing and incoming designated brokers. The letter must include:

- Who is resigning and who is appointed.
- 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.
- 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.
- Names and license numbers of all licensees affected by the change of broker.
- The new designated broker has a controlling interest in the firm.

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>		
Email	(Area code) Telephone number	(Area code) Fax number
Designated broker name <i>(First, Middle, Last)</i>		

Designated broker information

TYPE or PRINT CURRENT designated broker	License number
Email	(Area code) Telephone number
TYPE or PRINT NEW designated broker	License number
Email	(Area code) Telephone number

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

For office use only		
Firm license number	Effective date	Expiration date

Controlling interest

List all owners and/or person(s) with a controlling interest in this firm, including the names of all people who gained a controlling interest after the formation of the 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.

1	Name (First, Middle, Last)
	Mailing address (Address, City, State, ZIP code)
2	Name (First, Middle, Last)
	Mailing address (Address, City, State, ZIP code)
3	Name (First, Middle, Last)
	Mailing address (Address, City, State, ZIP code)
4	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? Yes No
 If "yes," please explain (attach additional sheets, if needed).

By signing this application you understand that we, the Department of Licensing, have the right to enter your business locations 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

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