

## Real Estate Branch Office License Application

You can use this form to establish a branch office for your real estate firm. If you are changing the branch manager, use form [RE-620-011A](#), Real Estate Branch Office Change of Branch Manager.

For validation only

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To apply for a new branch office, send this completed form and all required documents, to: **Real Estate Licensing, Department of Licensing, PO Box 3917, Seattle, WA 98124-3917.**

### Required documents:

1. A check or money order for **\$189.50** payable to the Department of Licensing.
2. A completed Real Estate License Application (form RE-620-004) for each broker or managing broker who will be licensed at the new branch office.
3. A completed Real Estate Endorsement Application (form RE-620-016) for the new branch manager.
4. Return current licenses of any broker, managing broker, or branch manager who will be licensed at the new office.

For additional information, call us at (360) 664-6500 or (360) 664-6488.

### Firm information – incomplete applications will not be processed

TYPE or PRINT Firm name		License number	Washington UBI number
Physical address			
City		State	ZIP code
TYPE or PRINT Designated broker name		(Area code) Telephone number	

### Branch office information

Mailing address			
City		State	ZIP code
Physical address (if different)			
City		State	ZIP code
TYPE or PRINT Branch manager name		License number	
(Area code) Telephone number	(Area code) Fax number	Email	

*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/Delegated managing broker signature\*

**\*Submit a copy of the delegation authority if not signed by the designated broker or branch manager.**

**NOTICE:** The Department of Licensing may enter your real estate firm's licensed office location at reasonable times to inspect the records that you are required to keep by the statutes and rules that govern the license for which you are applying. It is your responsibility as a licensee to cooperate with an audit or an investigation by providing DOL with the requested documents and a written explanation of the matter contained in a complaint upon the Department's request.

**Once filed, this application is a public record and is subject to public disclosure. RCW 42.56**

For office use only		
Firm license number	Effective date	Expiration date