

Procedures for New Branch Office Licensure

New Branch

1. The designated broker must complete and sign an "Real Estate Branch Office License Application" (*form RE-620-011*).
2. Appoint a branch manager for each branch office to be established. This appointment is made by the submission of a completed "Real Estate License Application" (*form RE-620-004*). The application should be fully completed and signed by both the branch manager applicant and the designated broker.
3. Any salesperson or associate broker to be licensed at the new branch office must complete and submit the "Real Estate License Application". The application must be fully completed and signed by both the applicant and the designated broker.
4. Any salesperson, associate broker, or branch manager applying for licensure at the new branch must return his or her current license.
5. The fee for a new branch office is \$189.50. The first license fee for a salesperson is \$146.25. The first license fee for an associate broker /branch manager is \$210.00. (*"First license" fees are applicable to a person who has passed an examination but has not applied for licensure.*) Fees should be submitted in the form of a personal check, cashier's check, certified check, or money order and made payable to State Treasurer. Send remittance and application to: Department of Licensing, PO Box 9048, Olympia, WA 98507-9048.

Company name change

If the corporate, partnership, LLC, or LLP name is changing, please follow steps 1 through 4. If only the DBA name is changing, apply only step 1 and return current branch office license.

Change of designated broker

Follow step 1 and return current branch office license. Note: These procedures are for changing the designated broker, not the branch manager. Please refer to "Change of Branch Manager" procedures for more information.

Change of address

Please follow steps 1 through 4 and return the branch office license.

Please review all applications and requirements prior to submission to the Department of Licensing. Incomplete applications cannot be processed and will result in the delay of licensure. If you have further questions, contact this office at one of the numbers listed on page 1 of this application.

For branch offices using a name different from the main office name

If you want to operate a branch under a name different from the main office, you may do so upon our approval. Please note that this will have an impact on all of your advertising for the branch office. You are required to show the link to the main office.

For example:

Main office = "John Doe Realty, Inc."

Branch office = "Doe Management"

Advertising for the branch should read, "Doe Management Br. of John Doe Realty, Inc."

If the main office uses a DBA name, the link must refer to the DBA name of the main office.

For example:

Main office = "Jane Realty, Inc. DBA Jane Homes"

Branch office = "Jane Properties"

Advertising for the branch should read, "Jane Properties Br. of Jane Homes"

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