

Real Estate Branch Office Change of Branch Manager

You can use this form to change the branch manager of a branch office of your real estate firm. If you are establishing a branch office, use form **RE-620-011**, Real Estate Branch Office License Application.

To change the branch manager:

Send this completed form, the current license of the exiting branch manager, and a completed Real Estate Endorsement Application (form RE-620-016) for the new branch manager to:

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

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
		Branch office license number

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