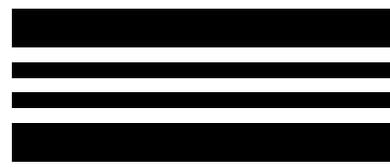




Real Estate Firm/Branch Office Address Change



You can use this form to change the address of your real estate firm or branch office. This includes adding, deleting, or changing a PO Box or suite number. Send this completed form and any required attachments to:



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

(360) 664-6500 or (360) 664-6488

Address change for: (check one) Firm Branch office

Please submit with your application:

- All real estate licenses showing the previous address.
- A new [Real Estate License Transfer and Activation Application](#) (form RE-620-004A) for each broker and managing broker affected by this change, so we can issue a new license with the new mailing address.

Firm/Branch office information – Incomplete applications will not be processed.

TYPE or PRINT Firm/Branch name		Washington UBI number	
New mailing address (if applicable)			
City		State	ZIP code
New physical address (if applicable)			
City		State	ZIP code
(Area code) Telephone number	(Area code) Fax number	Firm website	
Previous address			
City		State	ZIP code
TYPE or PRINT Designated broker name (First, Middle, Last)		License number	
Designated broker mailing address			
City		State	ZIP code
(Area code) Telephone 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

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 the Department with the requested documents and a written explanation of the matter contained in a complaint upon the Department's request.

For office use only
Firm license number