



Designated Broker Closing Firm/Branch Affidavit

Designated brokers must submit this affidavit when closing a real estate firm or branch. Send completed form and **all real estate licenses affected by this closure**, to: **Real Estate Licensing, Department of Licensing, PO Box 9021, Olympia, WA 98507**. If you have questions or need additional information, please call (360) 664-6500.

Please check all that apply:

- Firm main office closure
- Firm branch office closure

I, _____, License number _____,
Designated broker name as licensed

certify that I have released all licenses of all brokers, managing brokers, and branch managers who are currently licensed to _____, Firm/Branch License number _____.
Firm name/Branch name

Listed below is a true status of all funds (including property management, sales, contract collection, etc.) being held in the firm's/branch's Real Estate Trust Account(s), for which I acknowledge responsibility, pending disbursement of such funds. Attach additional pages, if necessary.

A. Please list the firm's trust liability (include name of client and amount due to him/her).

Name of client	Amount

B. Name of bank(s) holding your trust funds and the account number(s):

Name of bank	Account number

C. If this is a branch office closure, where are you transferring the trust liabilities?

Name	Main office/Branch/Other

I grant to the Department of Licensing (DOL) the right to inspect the records I am required to keep by the laws and regulations that governed my license for a period of three years. I also agree 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. The location where the records will be kept:

Physical address (Area code) Telephone number

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

Date and place signed **X**
Signature of designated broker

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