

Application Instructions

Licensing procedures for a new LLC/LLP

1. Return current real estate license released by broker.
2. Complete application for Real Estate LLC/LLP license (*side one of this document*).
3. Submit a stamped copy of the Certificate of Formation which has been filed with the Secretary of State. *Foreign LLC's/LLP's (those not formed in the state of Washington) must furnish a copy of their certificate of authority to conduct business in the state of Washington. To obtain a certificate of authority, contact the Secretary of State's office at (360) 725-0377.*
4. Provide a copy of minutes specifying name of designated broker. Note – the designated broker must be either a member or manager of the LLC or a partner in the LLP.
5. Appoint all real estate salespersons or associate brokers on the appropriate forms. These licensees must have their current licenses released and returned to this office by their present brokers.
6. The fee for the LLC/LLP is \$210.00. The fee for the designated broker is \$210.00 for a first broker's license (one who has passed the broker's examination but not applied for a broker's license prior to this time).

Company name change

1. Return all real estate licenses showing former company name.
2. Complete application for Real Estate Limited Liability Company or Partnership (the reverse of these instructions).
3. Submit a copy of the name change amendment that has been stamped and filed with the Secretary of State's office. (For more information, contact the Secretary of State's office at (360) 725-0377).
4. All licensees must complete an Application for Real Estate License. *If adding or changing only a DBA name, steps 3 and 4 do not apply. Under those circumstances, only the Real Estate Limited Liability company or Limited Liability Partnership license needs to be returned.*

Branch office(s)

1. Return branch office license(s).
2. Complete application for branch office license (request one from this office).
3. All licensees must complete an application for Real Estate license.

Procedures for changing designated broker

- A. Outgoing designated broker must submit:
1. All real estate licenses displaying his/her name, including the LLC/LLP license and any branch office licenses.
 2. A copy of his/her letter of resignation to the company.
 3. A letter itemizing all funds being held in the Real Estate trust bank account(s) showing buyer, seller, and amount held. The new designated broker must also sign this letter accepting responsibility for the accounts as the new designated broker.
 4. A letter listing the names and license numbers of all sales personnel who were employed under him/her as designated broker of the company. The new designated broker must also sign this letter accepting responsibility for the sales personnel under his/her employment as the new designated broker.
Note: In order to keep your associate broker's license on active status in this or any other company, you must submit a completed application for Real Estate license. Otherwise, your license will be placed on inactive status.
- B. Incoming designated broker must submit:
1. Signatures on the two letters described in sections 3 and 4 above.
 2. A completed application for Real Estate Limited Liability Company or Partnership (the reverse of these instructions) and an application for branch office for each branch (if applicable). Contact this office if you need a branch office application.
 3. A copy of the minutes appointing the designated broker and listing the members, managers, or partners in the company. The new designated broker must be a member or manager of the LLC or a partner of the LLP.
 4. His/her current license released and returned by the broker.

Important – Company names information

When opening a new company or changing your company name, please check the availability of the desired name with our office. Send your request in writing to: Real Estate Licensing, PO Box 9021, Olympia, WA 98507-9021, or fax your request to: (360) 586-0998. Include your telephone number and address on the request so we may contact you. If the name is available, we will reserve it for you for 60 days. Names cannot be checked by telephone. *Approval or issuance of a name by other state agencies or divisions of this agency does not insure that it will be issued by this office. Please don't order signs, stationery, business cards, etc. until the license has been issued.*

Upon completion, send this form and supporting documentation to: Real Estate Licensing, P.O. Box 9048, Olympia, WA 98507-9048. For additional information call: (360) 664-6488 or (360) 664-6500, Fax (360) 586-0998.