



Real Estate Corporation License Application

Make remittance payable to Washington State Treasurer.
Send this application with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048
For additional information call (360) 664-6488 or (360) 664-6500

For validation only

Fee: \$210.00
If application is incomplete, it will not be processed.

Name of corporation		Unified Business Identifier (UBI no.)	
DBA name (If applicable)			
Designated broker's name	Social Security no.*	Business area code & phone no.	
Company address (Number, Street and Post office box if applicable)		Designated broker's area code & phone no.	
City	State	ZIP code	
President	President's mailing address (Street, City, State, ZIP code)		
Vice President	Vice President's mailing address (Street, City, State, ZIP code)		
Secretary	Secretary's mailing address (Street, City, State, ZIP code)		
Treasurer	Treasurer's mailing address (Street, City, State, ZIP code)		
For change of address only, former address (Street, City, State, ZIP)			
For change of designated broker only, name of outgoing broker			
For company name change only, former company name			
Office location zone designation	Is a real estate office permitted in this zone? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the corporation agree to establish and maintain a publicly accessible real estate office at the business address? <input type="checkbox"/> Yes <input type="checkbox"/> No			

*State law, RCW 26.23.150, requires you to furnish your Social Security number when you apply for this license. If this application is for a business that is a sole proprietorship, the proprietor must furnish his/her Social Security number. Resident aliens, without a Social Security number, must furnish their Individual Tax Identification number.

Attach a letter of explanation for any Yes answer(s) to the following questions.

- With the exception of motor vehicle violations, have you or any officer of the corporation ever been convicted of a crime, felony, or misdemeanor by this state, any other state, the federal government or any other jurisdiction within the past ten years? Yes No
(NOTE: If you or any corporate officer have been convicted of a crime, you will be subjected to an investigation, and you may be denied a license.)
- Is there a criminal complaint or accusation, or other information presently pending against you or any corporate officer, or are you or any corporate officer under indictment in this state, any other state, by the federal government, or by any other jurisdiction? Yes No
- Has any professional or occupational license or permit issued to you or any corporate officer, or your right or the right of any corporate officer to engage in any business ever been refused, suspended, revoked, or denied in this state or any other jurisdiction? Yes No
- Have you or any corporate officer ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in which the subject matter involved any real estate or business related activity? Yes No
- Are you currently required to register as a sex offender in this state or any other state? Yes No

If yes, state _____ county _____

The designated broker agrees to personally manage and act for and on behalf of the corporation. Failure to comply with any provision of the Real Estate Licensing Act or any rule or regulation promulgated thereunder may result in suspension or revocation of license.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Date and place

X

Designated broker's signature

Procedures and Information

New corporation

1. Return current WA real estate license, released by present broker (*if applicable*).
2. Complete application for corporation license (*page 1 of this form*).
3. Furnish a copy of the articles of incorporation, showing stamp/filing with the WA Secretary of State's office (*for information on this, call (360) 725-0377*).
4. Furnish a copy of the corporation minutes, listing officers and specifying which officer is the designated broker.
5. All persons to be licensed to the company must complete the application for Real Estate license form. Any person so appointed must have his/her current license released and returned.
6. The fee for new corporation is \$210.00. The fee for designated broker is \$210.00 if first broker's license.

New corporation - Foreign* (**Formed/incorporated outside the State of Washington*)

1. Return current WA real estate license, released by present broker (*if applicable*).
2. Complete application for corporation license (*page 1 of this form*).
3. Furnish a copy of the certificate of authority, showing stamp/filing with the WA Secretary of State's office (*for information on this, call (360) 725-0377*).
4. Furnish a copy of the corporation minutes, listing officers and specifying which officer is the designated broker.
5. All persons to be licensed to the company must complete the application for Real Estate license form. Any person so appointed must have his/her current license released and returned.
6. The fee for new corporation is \$210.00. The fee for designated broker is \$210.00 if first broker's license.

Change of designated broker

A. Outgoing designated broker:

1. Return current real estate corporation license, and any branch office licenses.
2. Furnish copy of letter of resignation.
3. Furnish letter itemizing all funds being held in RE Trust Bank Account(s), showing buyer, seller & amount held. Letter must also be signed by **new** designated broker to accept responsibility for these funds.
4. Furnish letter listing names and license numbers of licensees. Letter must also be signed by **new** designated to accept responsibility for these licensees.
5. To be licensed as an associate broker with the same or another company, a completed Application for Real Estate License must be submitted.
Note: If no application and fee are submitted, your license will be placed on an inactive status.

B. Incoming/New designated broker:

1. Current license must be released and returned.
2. Complete the application for corporation license (*page 1 of this form*). For branch offices, please contact this office for branch office application.
3. Furnish copy of corporation minutes showing appointment as designated broker. **Note:** Designated broker **must** be a corporate officer, and this must be referenced in the Minutes.
4. New designated broker must sign letters referred to in item #3 and #4 under "Outgoing Broker" instructions.
5. Fee for incoming broker is \$210.00 if first broker's license.

Corporation name change

1. Return all licenses showing former company name.
2. Complete application for corporation license (*page 1 of this form*).
3. Submit copy of the name change amendment showing stamp/filing with the Secretary of State's office (*for information on this, please call (360) 725-0377*).
4. All licensees must complete an application for Real Estate license form.

Note: If adding or changing **only** a DBA name, steps A3 and A4 **do not** apply, and only the real estate corporation license need be returned.

Change of address

1. Complete application for Real Estate corporation license (*page 1 of this form*).
2. Each licensee affected by the change must complete the application for Real Estate license form.
3. Return all real estate licenses showing former address.

Note: If you wish to add/change/delete a Post Office Box or suite number, the same steps must be followed.

Important information regarding Real Estate company names

If you are opening a new company or changing your company name, we advise you to check on the availability of the desired name with our office, as well as with the Secretary of State's office at (360) 725-0377. In order to check a name with our office, please submit your request in writing, to: **Real Estate licensing, PO Box 9021, Olympia, WA 98507-9021**, or fax your request to: (360) 586-0998. **Names cannot be checked by telephone.** Please include your telephone and/or fax number so we may contact you after the name has been checked. If the name is available, it will be reserved for 60 days.

Note: Approval or issuance of a name by other state agencies or divisions of this agency **does not** insure that it can be issued by this office. Please do not order signs, stationery, business cards, etc. until your license has been issued.

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