



Real Estate License Transfer and Activation



Use this form to transfer your license from one firm to another or activate your license. If you are applying for your first broker or managing broker license or reinstating your license, which require payment of fees, use the [Real Estate License Application](#) form.



Send this completed form to:

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

What are you requesting? (check all that apply)

- Transfer – the designated broker/branch manager of the firm/branch the applicant **is leaving** must complete the Release of License (below) or attach a signed off license
- Activation (from inactive to active status)

Incomplete applications will not be processed
Questions? 360-664-6500 or 360-664-6488

Applicant Information

TYPE or PRINT Name (as it appears on your real estate license)		Date of birth (mm/dd/yyyy)
License number	(Area code) Telephone number	Email
Home address (Address, City, State, ZIP code)		
<p>Answer the following</p> <p>If you answer "Yes" to questions 1-5, attach a letter of explanation. Include the charge, date of conviction, civil judgment or order, county jurisdiction, state, and disposition of charges.</p> <p>In this state or any other jurisdiction, are you or have you:</p> <p>1. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Currently required to register as a sex offender? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, in which state _____ and county _____</p>		
<p>I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.</p> <p style="text-align: center;">X</p> <p>_____</p> <p>Date and place signed Applicant signature</p>		

Release of License (transfers only)

TYPE or PRINT Firm/Branch name applicant is leaving		Firm/Branch license number
Firm mailing address (Address or PO Box, City, State, ZIP code)		
Name of designated broker/branch manager	Name of released individual	License number
<p style="text-align: center;"><i>I hereby release the above-named individual.</i></p> <p style="text-align: center;">X</p> <p>_____</p> <p style="text-align: center;">Designated broker/Branch manager signature Date</p>		

New Firm/Branch Information

TYPE or PRINT Firm name (where applicant will be licensed)	Firm/Branch license number	(Area code) Telephone number
Mailing address (Address or PO Box, City, State, ZIP code)		
Physical address, if different (Address, City, State, ZIP code)		
Designated broker/Branch manager name (as it appears on license)	License number	
<p style="text-align: center;">X</p> <p>_____</p> <p style="text-align: center;">Designated broker/Branch manager signature* Date</p>		

***If not signed by the Designated broker or Branch manager, submit a copy of the delegation authority.**

RCW 18.85.191; 18.85.361(6); 26.23.150; 42.56

RE-620-004A (R/11/16)WA