



## Real Estate Firm Assumed Name Application

If you are a real estate firm and want to request an assumed name license, change an existing assumed name license, or obtain an additional assumed name for your firm, you must:

1. Check to see if the name you want is available before submitting your application. Obtain **assumed name** approval from Real Estate Regulatory. **The request must be submitted by the person who is endorsed as the Designated Broker of the firm.** Send a brief cover letter with your name, contact information, and desired assumed name by fax to 360-570-4982 or email to [reregulatory@dol.wa.gov](mailto:reregulatory@dol.wa.gov). You will receive notification within 5 to 7 business days.
2. Register the firm's new assumed name by completing and filing a Business License Application. You can contact the Business License Service at **1-800-451-7985** or visit [www.dor.wa.gov](http://www.dor.wa.gov).
3. Submit a copy of your Washington Business License showing the desired assumed name listed as a trade name of your Business License.
4. Complete this form and send it with a check or money order for **\$200** payable to the Department of Licensing to:

**Real Estate Licensing  
Department of Licensing  
PO Box 3917  
Seattle, WA 98124-3917**

**Do not use FedEx or UPS (they will not deliver to PO boxes).**

360-664-6500 or 360-664-6488

**All assumed name licenses expire when your firm license expires.**

**Firm information** – Incomplete applications will not be processed.

TYPE or PRINT Firm name (as it appears on your license)		Washington Unified Business Identifier (UBI) number
Assumed name requested		Check one <input type="checkbox"/> New <input type="checkbox"/> Change
Mailing address (Address or PO Box, City, State, ZIP code)		
Physical address, if different (Street address, City, State, ZIP code)		

### Designated broker information

TYPE or PRINT Designated broker name		(Area code) Telephone number
Email	Firm website	

*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 signed Designated broker signature

**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	Effective date