

**Real Estate Endorsement Application**



Use this form to get a Branch Manager or Designated Broker endorsement. Send completed form and required documents to **Real Estate Licensing, Department of Licensing, PO Box 9021, Olympia, WA 98507.**

**If you are currently licensed as a managing broker, include the release of your license from the previous firm.**

**Type of endorsement:**  Branch manager  Designated broker



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

TYPE or PRINT Name (as it appears on your license)	Date of birth (mm/dd/yyyy)	(Area code) Phone number
Home address (Street address, City, State, ZIP code)		
Mailing address, if different (Street address or PO Box, City, State, ZIP code)		
Answer the following If you answer "Yes" to the questions below, attach a letter of explanation. Include the charge, date of conviction, civil judgment or order, county jurisdiction, state, and disposition of charges.  In this state or any other jurisdiction, are you or have you: 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 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 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 4. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 5. Currently required to register as a sex offender? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in which state _____ and county _____.		

*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**  
Applicant signature

**Employing firm/Branch office information**

TYPE or PRINT Firm/Branch office name	Firm license or UBI number	(Area code) Phone number
Mailing address where applicant will be licensed (Street address or PO Box, City, State, ZIP code)		
Physical address, if different (Street address, City, State, ZIP code)		
TYPE or PRINT Designated broker name as it appears on your license	License number	
TYPE or PRINT Branch manager name as it appears on your license	License number	
Endorsement 1. Are you applying to be the branch manager at the office location listed above? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Are you applying to be the designated broker at the firm listed above? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No 3. If applying for endorsement of designated broker, do you have a controlling interest in the firm? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		

*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**  
Designated broker/Branch manager 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		
Prof	License number	Firm number
Effective date		Expiration date