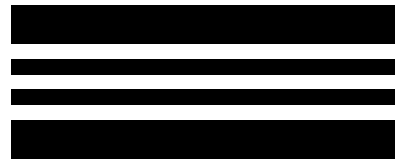




# Designated Broker Closing Firm/Branch Affidavit



Designated brokers must submit this affidavit when closing a real estate firm or branch. Send completed form and **all real estate licenses affected by this closure**, to:

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



If you have questions or need additional information, please call (360) 664-6500.

Please check all that apply:  
 Firm main office closure  
 Firm branch office closure

I, \_\_\_\_\_, License number \_\_\_\_\_,  
Designated broker name as licensed  
certify that I have released all licenses of all brokers, managing brokers, and branch managers who are currently licensed  
to \_\_\_\_\_, Firm/Branch license number \_\_\_\_\_.  
Firm/Branch name

Listed below is a true status of all funds (including property management, sales, contract collection, etc.) being held in the firm's/branch's Real Estate Trust Accounts, for which I acknowledge responsibility, pending disbursement of such funds. Attach additional pages, if necessary.

A. Please list the firm's trust liability (include name of client and amount due to him/her).

Name of client	Amount

B. Name of banks holding your trust funds and the account numbers:

Name of bank	Account number

C. If this is a branch office closure, where are you transferring the trust liabilities?

Name	Main office/Branch/Other

I grant to the Department of Licensing the right to inspect the records I am required to keep by the laws and regulations that governed my license for a period of three years. I also agree to cooperate with an audit or an investigation by providing the Department of Licensing with the requested documents and a written explanation of the matter contained in a complaint. The location where the records will be kept:

\_\_\_\_\_  
Physical address (Area code) Phone number

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place **X** Signature of designated broker