

Apply for a Real Estate Branch License

Before You Begin

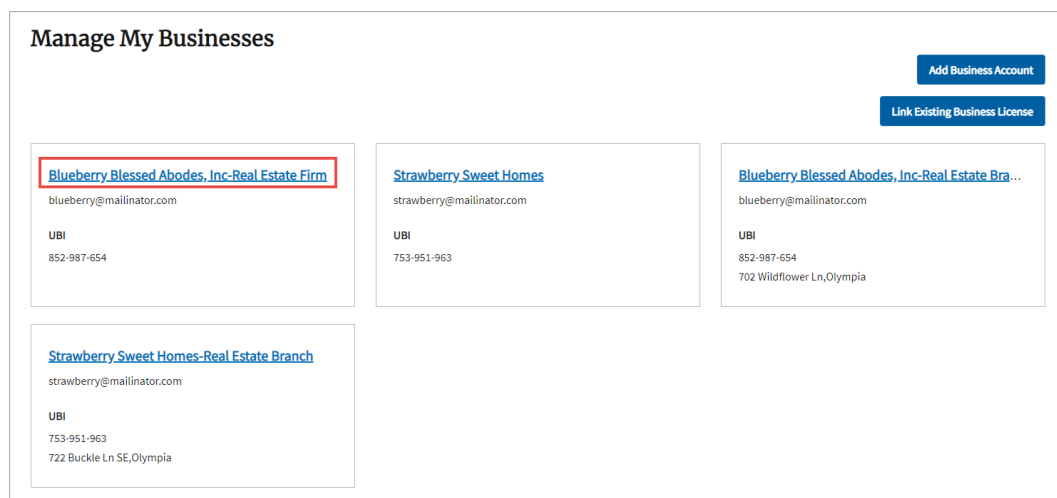
- You must have an ISSUED Firm license before you can apply for a Branch license (an issued license will **not** include REA in the number).
- If you are coming into the system for the first time and have an existing Firm license, you must link the Business Account for that license.
- You'll need the license number for the person who will act as the Branch Manager.

Apply for the Branch license

1. **Click** the Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Click** the link in the tile for business you want to add a branch to at the Manage My Businesses page.



3. Click the link for the Firm license you want to add a branch to at the Business Licenses page.

Business Licenses

Blueberry Blessed Abodes, Inc-Real Estate Firm

UBI: 852-987-654
 UBI Business ID: 001
 UBI Location ID: 0001
 Email: blueberry@mailinator.com
 Business email: blueberry@mailinator.com
 Business Phone: 555.555.5555
 Primary Contact Name: Barry Blueberry
 Primary Contact Phone: 555.555.5555
[Update business information](#)

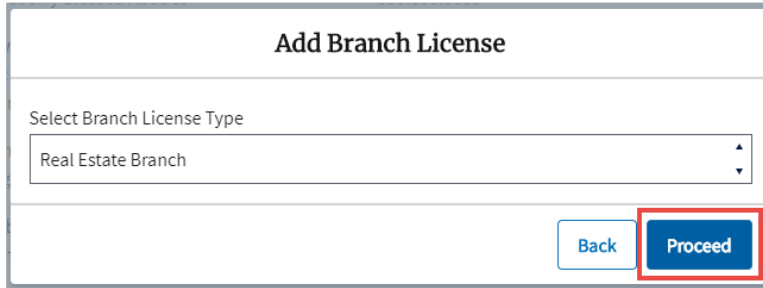
Licenses	License Administrator	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108473	Real Estate Firm	August 20, 2022	Active	None	None	

4. Click Add Branch License from the options available in the blue bar to the right of the page.

Business Relationships

License Number: 20108473	License Type: Real Estate Firm	Status: Active	Generate License Add Branch License Finding More Actions
Business Name: Blueberry Blessed Abodes, Inc	Doing Business As: Blueberry Blessed Abodes	Phone: 555.555.5555	
Email: blueberry@mailinator.com	Physical Address: 702 Wildflower Ln Olympia, WA	Mailing Address: 702 Wildflower Ln Olympia, WA	
First Issue Date: August 20, 2020	Current Issue Date: August 20, 2020	Expiration Date: August 20, 2022	
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

5. Click Proceed on the pop-up.



Add Branch License

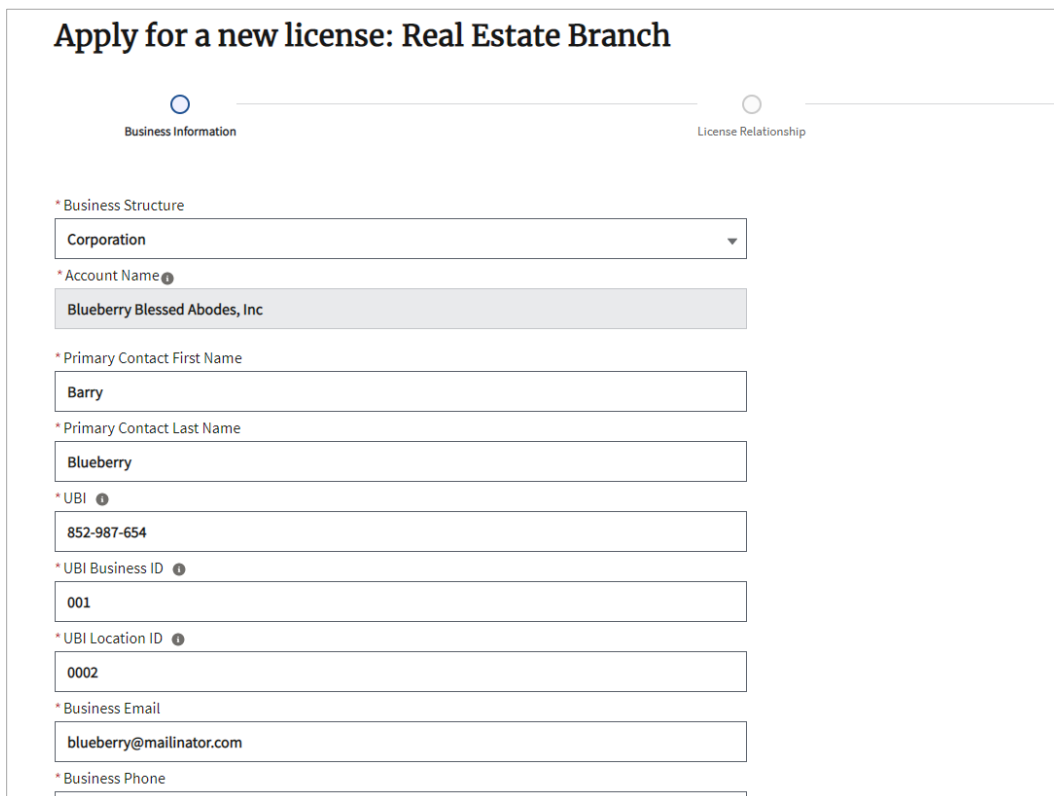
Select Branch License Type

Real Estate Branch

Back Proceed

6. The Business Information is displayed with some field auto-populated.

- **Update or enter** information for all required fields on this page (only a portion of the page is shown).
- **Validate** the address information.
- **Click** Continue at the bottom of the page to move forward.



Apply for a new license: Real Estate Branch

Business Information License Relationship

* Business Structure
Corporation

* Account Name
Blueberry Blessed Abodes, Inc

* Primary Contact First Name
Barry

* Primary Contact Last Name
Blueberry

* UBI
852-987-654

* UBI Business ID
001

* UBI Location ID
0002

* Business Email
blueberry@mailinator.com

* Business Phone

7. Enter the license number for the Branch Manager and click the Save button.

Apply for a new license: Real Estate Branch

Business Information License Relationship Review and Submit

Add Branch Manager

Enter License number:

20108467

Save

Designated Broker

License Number	Licensee Name	Association Type
20108470	Mary Marionberry	Designated Broker

Back Save And Submit Later Continue

8. The licensee for the license number you entered displays in a list view. Click Continue to move forward.

Apply for a new license: Real Estate Branch

Business Information License Relationship Review and Submit

Add Branch Manager

License Number	Licensee Name	Actions
20108467	Henry Huckleberry	Edit

Designated Broker

License Number	Licensee Name	Association Type
20108470	Mary Marionberry	Designated Broker

Back Save And Submit Later Continue

9. At the bottom of the Review and Submit page, **read and check** all certification statements, **enter** the name as exactly as shown below the Signature box, and **click Continue**.

Apply for a new license: Real Estate Branch

Business Information License Relationship Review and Submit

Review and Submit

I certify that

- I acknowledge that the Department of Licensing has the right to inspect the branch records I am required to keep by the laws and regulations that govern my license for a period of three years.
- I will cooperate with an audit or investigation by the Department of Licensing by providing all requested documents and a written explanation of the matter contained in a complaint.
- I have read and I agree to follow all the applicable laws and rules of this profession and I understand the penalties for misconduct.
- I am authorized to sign on behalf of the business applying for this license.

Declaration

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

Signature

Please type your legal name as shown below.

Suzie Strawberry

Suzie Strawberry

Back Save And Submit Later **Continue**

10. Go through all payment screens to pay for the Branch license.
- The Branch license is issued automatically and you'll be returned to the Manage My Businesses page.

View the Branch License

1. Click the link in the tile for business for the Branch you want to view.

Manage My Businesses

[Add Business Account](#)
[Link Existing Business License](#)

[Blueberry Blessed Abodes, Inc-Real Estate Firm](#)
blueberry@mailinator.com
UBI
852-987-654

[Strawberry Sweet Homes](#)
strawberry@mailinator.com
UBI
753-951-963

[Blueberry Blessed Abodes, Inc-Real Estate Bra...](#)
blueberry@mailinator.com
UBI
852-987-654
702 Wildflower Ln, Olympia

[Strawberry Sweet Homes-Real Estate Branch](#)
strawberry@mailinator.com
UBI
753-951-963
722 Buckle Ln SE, Olympia

2. Click the link for the Firm license for the Branch you want to view.

Business Licenses

Blueberry Blessed Abodes, Inc-Real Estate Firm

UBI: 852-987-654
UBI Business ID: 001
UBI Location ID: 0001
Email: blueberry@mailinator.com
Business email: blueberry@mailinator.com
Business Phone: 555.555.5555
Primary Contact Name: Barry Blueberry
Primary Contact Phone: 555.555.5555
[Update business information](#)

Licenses	License Administrator	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108473	Real Estate Firm	August 20, 2022	Active	None	None	

- Click the Branches tab, then click the license number for the Branch you want to view.

Business Branches

License Number: 20108473	License Type: Real Estate Firm	Status: Active	Generate License
Business Name: Blueberry Blessed Abodes, Inc	Doing Business As: Blueberry Blessed Abodes	Phone: 555.555.5555	Add Branch License
Email: blueberry@mailinator.com	Physical Address: 702 Wildflower Ln Olympia, WA	Mailing Address: 702 Wildflower Ln Olympia, WA	Finding
First Issue Date: August 20, 2020	Current Issue Date: August 20, 2020	Expiration Date: August 20, 2022	More Actions
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

Branches	License Administrator	Unsubmitted Applications	Submitted Applications	Completed Requests
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License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108483	Real Estate Branch	August 25, 2022	Active	None	None	
20108592	Real Estate Branch	November 02, 2022	Active	None	None	

- The Branch Detail page is displayed.
 - You'll see license details and license management options.

Business Relationships

License Number: 20108592	License Type: Real Estate Branch	Status: Active	Finding
Business Name: Blueberry Blessed Abodes, Inc	Doing Business As: None	Phone: 555.555.5555	Update Physical Address
Email: blueberry@mailinator.com	Physical Address: 702 Wildflower Ln Olympia, WA	Mailing Address: 702 Wildflower Ln Olympia, WA	Update License Webaddress
First Issue Date: November 02, 2020	Current Issue Date: November 02, 2020	Expiration Date: November 02, 2022	More Actions
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

Branch Administrator	Unsubmitted Applications	Submitted Applications	More
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Name	Role	Email	Status	Actions
Henry Huckleberry	Administrator	huckleberry@mailinator.com	Active	Remove

5. **Scroll down** to see Licensee Relationships for the Branch License.

- See the document **Manage Licensees – Real Estate Firms/Branches** for information on adding and removing licensees from your business.

Name	Role	Email	Status	Actions
Henry Huckleberry	Administrator	huckleberry@mailinator.com	Active	Remove
Mary Marionberry	Administrator	marionberry@mailinator.com	Active	Remove

[Add Administrator](#)

Licensee Relationships

Search By: None Search Here:

[Export](#) [Separate Licensee\(s\)](#)

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
20108470	Mary Marionberry	Real Estate Managing Broker	Active	August 20, 2022	Designated Broker	Active	
20108467	Henry Huckleberry	Real Estate Managing Broker	Active	August 20, 2022	Branch Manager	Active	

[Add Licensee](#)

[Back](#)