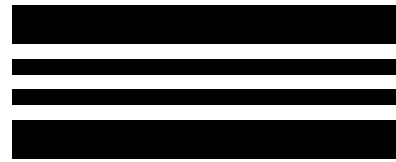




**Real Estate
Change of Firm Name
or Add/Change DBA Name**



Add a DBA(Doing BusinessAs) name to the firm or change a firm or DBA name.

Online: <https://professions.dol.wa.gov>

Or mail this completed and any required documents to:

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



For questions or language help call: (360) 664-6500 or (360) 664-6488

Firm name change

1. **Get firm name approval from Real Estate Regulatory**—you must first send a brief letter with your name, contact information, desired firm name, and any DBA names via email to reregulatory@dol.wa.gov. We will let you know via email or phone in 1-5 business days.
2. **Required documents checklist** (*check when completed*)
 - ☐ Copy of your master business license with any applicable DBA trade names listed—contact Department of Revenue, dor.wa.gov, for information.
 - ☐ Copy of name change amendment from the Secretary of State.
 - ☐ Type of business documentation (needed for all types, except sole proprietor)—contact Washington Secretary of State, sos.wa.gov, for information.
 - ☐ All real estate licenses showing former firm name.
 - ☐ New [Real Estate License Transfer and Activation](#) (RE-620-004A) for each real estate broker or managing broker.
 - ☐ New [Real Estate Endorsement Application](#) (RE-620-016) for each branch manager or designated broker.
 - ☐ New [Real Estate Branch Office License Application](#) (RE-620-011) for each branch office location, if applicable.

Add or change a DBA name

1. **Get DBA name approval from Real Estate Regulatory** – you must first send a brief letter with your name, contact information, and desired DBA names via email to reregulatory@dol.wa.gov. We will let you know via email or phone in 1-5 business days.
2. **Required documents checklist** (*check when completed*)
 - ☐ Copy of the business license showing the DBA name as a trade name.
 - ☐ All real estate licenses showing previous DBA name, if applicable.
 - ☐ New [Real Estate Branch Office License Application](#) (RE-620-011) for each branch office, if applicable.

Check all that apply: ☐ Change of firm name ☐ New DBA ☐ Change of DBA

Firm information—Incomplete applications will not be processed

TYPE or PRINT Firm name		UBI/UBI Business ID/UBI Location ID (16 digits)	
Name firm will do business as (<i>if applicable</i>)			
Mailing address (<i>Address, City, State, ZIP code</i>)			
Physical address, if different (<i>Address, City, State, ZIP code</i>)			
Email		(Area code) Phone number	

By signing this application you understand that we, the Department of Licensing, have the right to enter your business locations at reasonable times to inspect the records that you are required to keep. It is your responsibility as a licensee to cooperate with an audit or an investigation by providing us with the requested documents and a written explanation of the matter contained in a complaint.

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name of designated broker

X

Designated broker signature

Date and place signed