



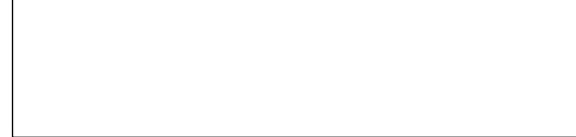
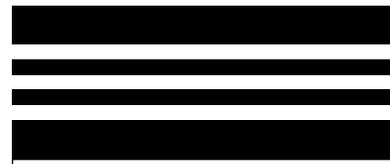
Real Estate Branch Office License Application

Establish a branch office for your real estate firm. If you are changing the branch manager, use the [Real Estate Branch Office Change of Branch Manager](#) form (RE-620-011A).

Apply online: <https://professions.dol.wa.gov>

Or mail this completed form and all required documents, to:

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



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

Required documents

- Fees: A check or money order for **\$288** payable to the Department of Licensing. Licenses are available for self-printing with an online account. If you want us to print and mail your license add a \$5 print fee for each copy to your payment.
 - \$0 self-print license online.
 - \$5 each. DOL print and mail license. Quantity _____ Total \$ _____
- A completed [Real Estate Endorsement Application](#) (form RE-620-016) for the new branch manager.

Firm information—Incomplete applications will not be processed

TYPE or PRINT Firm name			
License number	UBI/UBI Business ID/UBI Location ID (16 digits)		
Physical address			
City		State	ZIP code
Designated broker name		10-digit phone number	

Branch office information

TYPE or PRINT Mailing address			
City		State	ZIP code
Physical address (if different)			
City		State	ZIP code
Branch manager name		License number	
10-digit phone number	Email		

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

TYPE or PRINT Name

X

Designated broker/Delegated managing broker signature*

Date and place

***Submit a copy of the delegation authority if not signed by the designated broker or branch manager.**

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	Expiration date