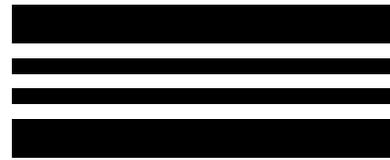




Real Estate Branch Office Change of Branch Manager



Change the branch manager of a branch office of your real estate firm. If you are establishing a branch office, use form RE-620-011, [Real Estate Branch Office License Application](#).

To change the branch manager:

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

Or mail this completed form, the current license of the exiting branch manager, and a completed [Real Estate Endorsement Application](#) (form RE-620-016) for the new branch manager to:



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

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

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		(Area code) 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	Branch office license number
(Area code) 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
Date and place	Designated broker/Delegated managing broker signature*

Providing false information in this application may be cause for denial, suspension, or revocation of your professional license in the State of Washington.

***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