



Real Estate Firm/Branch License Renewal



Incomplete applications will not be processed.

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

Or mail this completed form and a check or money order for the renewal fee (payable to the Department of Licensing) to:

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



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

Fees

- Firm—**\$304** (\$345 for late renewal)
Add \$304 for each assumed name
- Branch—**\$288** (\$329 for late renewal)

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 \$ _____

Firm/Branch information

TYPE or PRINT Firm/Branch name		UBI/UBI Business ID/UBI Location ID (16 digits)
Name firm/branch will do business as (if applicable)		Firm/Branch website
Mailing address (Street address or PO Box, City, State, ZIP code)		
Physical address, if different (Street address, City, State, ZIP code)		
Designated broker name (First, Middle, Last)	10-digit phone number	Email
Type of business (check one)		
<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Corporation (include copy of Washington Articles of Incorporation) <input type="checkbox"/> Limited liability company (include copy of Washington Certificate of Formation) <input type="checkbox"/> Partnership (include copy of Partnership Agreement) <input type="checkbox"/> Foreign corporation (include copy of Certificate of Authority)		
Designated broker name (First, Middle, Last)		
Mailing address (Address, City, State, ZIP code)		
Branch broker name (First, Middle, Last)		
Mailing address (Address, City, State, ZIP code)		

Legal background

Answer the following

Answer the questions below. If you answer "Yes," attach a detailed explanation.

- 1. Within the last 5 years, in this state or any other jurisdiction, has the business entity, any business owners, or any persons with controlling interest in this business had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit? Yes No
- 2. Within the last 5 years, in this state or any other jurisdiction, has the business entity, any business owners, or any persons with controlling interest in this business defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) Yes No

Assumed names

List any assumed names to be kept for the firm and include the fee. All names without a renewal fee paid for will be expired and will be released from the firm. To apply for a new assumed name, submit a [Real Estate Firm Assumed Name Application](#) with the pre-approval, form RE-620-012.

1	Assumed name
2	Assumed name
3	Assumed name
4	Assumed name

By signing this application you understand that the Department of Licensing (DOL), has the right to enter your business locations at reasonable times to inspect the records that you are required to keep by the laws and regulations that govern the license you are applying for. It is your responsibility as a licensee to cooperate with an audit or an investigation by providing DOL 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.

DATE AND PLACE

TYPE or PRINT Name

X

DESIGNATED 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.