

## **Real Estate School Application Instructions**

Apply for or renew approval to operate as a real estate school.

Approved schools can also report a change of administrator, add a co-administrator, or report a change of address or school name.

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

Or mail this completed form with a check or money order  
(payable to the Department of Licensing) to:

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

Allow 45 days for processing original applications and applications with changes. Approval is made upon receipt to renewal applications with no changes. When approved, we will email your school with instructions on how to set up your Box account. Use your Box account to upload course applications and course related documentation only. Approval is good for two years.

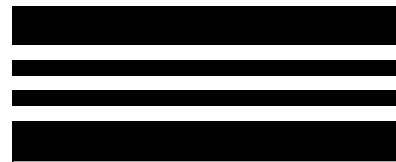
For questions or language help call: 360-664-6505

**Original applications only** must include all of the following:

- Required publication. This is your school pamphlet, booklet, or information sheet that contains:
  - date of publication
  - name and address of school
  - name and address of the administrator and phone numbers of the school's administrative offices
  - list of courses
  - description of all course prerequisites
- The school's policy regarding:
  - admission procedure
  - causes for dismissal and conditions for readmission
  - attendance requirements, leave, absences, makeup work, and tardiness
  - standards of progress required of the student, including a definition of the grading system of the school, the minimum grades considered satisfactory and the conditions for reentrance for those students whose course study is interrupted
  - refund policy of registration or tuition fees, record retrieval fee, or any other charges, including procedures a student shall follow to cancel enrollment before or after instruction has begun
- The statement: "This school is approved under RCW 18.85 RCW; inquiries regarding this or any other real estate school may be made to: Real Estate, Department of Licensing, PO Box 9021, Olympia, WA 98507"
- Dated supplements or errata sheets so as to maintain accuracy of the information in the publication, which shall clearly indicate that such information supersedes that which it contradicts and/or replaces elsewhere in the publication.
- Course description available for distribution to prospective and enrolled students
- Administrator resume
- The non-refundable fee



## Real Estate School Application



### Fees

Original application—**\$380 non-refundable fee and all attachments listed on the previous page**

Renewal application for school ID number \_\_\_\_\_—**\$380 non-refundable fee**

Change of administrator (signatures of all parties required)—**no fee**

Add co-administrator—**no fee**

Change of address—**no fee**

Change of school name—**no fee**

Change of school ownership (provide documentation to support ownership change)—**no fee**



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 \$ \_\_\_\_\_

### School information

TYPE or PRINT Full legal name of school		School ID number (if applicable)	
Name as you would like it to appear on your license		UBI/UBI Business ID/UBI Location ID (16 digits)	
Physical address			
City		State	ZIP code
Mailing address (if different)			
City		State	ZIP code
10-digit phone number	Email address		
Contact person		10-digit phone number (if different)	
Form of ownership Sole proprietorship      Partnership      Corporation Limited partnership      Limited liability partnership      Limited liability company If change of ownership, provide documentation to support ownership change.			
Answer the following			
1. Is this a subsidiary of another corporation? ..... Yes      No If "Yes," attach proof of current registration with the Washington Secretary of State's office and the name, address, and 10-digit phone number of the agent.			

## Administrator information

Full legal name of administrator and co-administrator <i>(if applicable)</i>
Experience as administrator <i>(attach additional pages if necessary)</i>
Educational institutions <i>(describe)</i>
Course or program delivery <i>(describe)</i>
Business activities related to real estate <i>(describe)</i>
Administrative experience in the field of real estate <i>(describe)</i>

## 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

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

	TYPE or PRINT Name
	<b>X</b>
Date and place (city or county) signed	Signature of current/outgoing administrator acknowledging transaction <i>(attach letter of explanation if unavailable)</i>
	TYPE or PRINT Name of co-administrator acknowledging transaction <i>(if applicable)</i>
	<b>X</b>
Date and place (city or county) signed	Signature of co-administrator acknowledging transaction <i>(if applicable)</i>
	TYPE or PRINT Name of new/succeeding administrator
	<b>X</b>
Date and place (city or county) signed	Signature of new/succeeding administrator

WAC 308-124H-880, WAC 308-124H-885, WAC 308-124H-907, WAC 308-124H-910