

## Apply for a Real Estate Firm License

### Before You Begin

- You must request approval from the Department of Licensing Real Estate Program for your business entity name and any other names under which you want to do business.
- All business names other than your business entity name must be registered with Department of Revenue as Trade Names.

### Start the Online Process

- You must be in the **Chrome browser** and have **Chrome pop-up blockers turned OFF** to complete the application and pay.
- If you haven't already done so, create a SecureAccess Washington (SAW) account, add the Professional and Business Licensing service to your SAW account, and enroll in multi-factor authentication (MFA).
  - See [Create your user access](#) document for detailed instructions on creating your SAW account.
- To apply for a business license, you must link to an existing Business Account OR create a new Business Account before you can apply for a Firm license.
  - If this is a new business with no other existing licenses, go to [Create a New Business Account](#) below.
  - If you are adding a Real Estate Firm to a business with other existing licenses and you haven't linked your business account, see [Create your user access](#) document for detailed instructions on linking an existing business account.

## Create a New Business Account

1. Click the Create Business Account button on the Home page.

The screenshot shows the Washington State Department of Licensing Home page. The navigation bar includes links for Home, Professional Licenses, Business Licenses, License Lookup, Course Search, File a Complaint, Fine Payments Made, Help, and Log out. A disclaimer states: "This is a test site and any transactions completed here will not produce a valid license. Please go to [professions.dol.wa.gov](https://professions.dol.wa.gov) to login and complete your transaction." The main heading is "Manage Your Professional and Business Licenses Online". There are two main sections: "Professional Licenses" and "Business Licenses". The "Business Licenses" section contains a red-bordered box around the "Create Business Account" button. Other buttons in this section include "Manage Business Account", "Apply For Business License", and "Add Training Course". Below these are options for existing licenses: "Have an existing professional license?" with a "Manage Existing Professional License" button, and "Have an existing business license?" with a "Link Existing Business License" button.

2. Select Other Business from the dropdown in the first field. This will open a UBI field.

The screenshot shows the "Add a New Business" form. At the top, it says: "Select 'Course Provider' if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select 'Other Business.'" The first dropdown menu, labeled "\* Select an option to add business", has "Other Business" selected and is highlighted with a red box. Below it is the "\* Business Structure" dropdown menu, which is set to "Corporation". The "\* UBI" field is a text input containing "602-554-899". A blue "Validate UBI" button is located below the UBI field. At the bottom, there is a field for "\* Business Name" which is currently empty.

3. **Select** the appropriate option from the Business Structure dropdown, then **enter** your UBI and **click** the Validate UBI button.

**Add a New Business**

Select "Course Provider" if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select "Other Business."

\* Select an option to add business

Other Business

\* Business Structure

Corporation

\* UBI ⓘ

602-554-668

**Validate UBI**

\* Business Name

4. The system will validate your UBI against the Secretary of State website (for corporations or LLCs) or against the Department of Revenue website (for sole proprietors and partnerships).
5. The system will populate the Business Name field from the Secretary of State OR Department of Revenue website.
  - If you are a sole proprietor, the Business Name will show your last name, first name as registered with Department of Revenue. You'll be able to add a doing business as name during the license application.

**Add a New Business**

Select "Course Provider" if you provide Appraiser or Home Inspector Courses only. For Real Estate Schools, select "Other Business."

\* Select an option to add business

Other Business

\* Business Structure

Corporation

\* UBI ⓘ

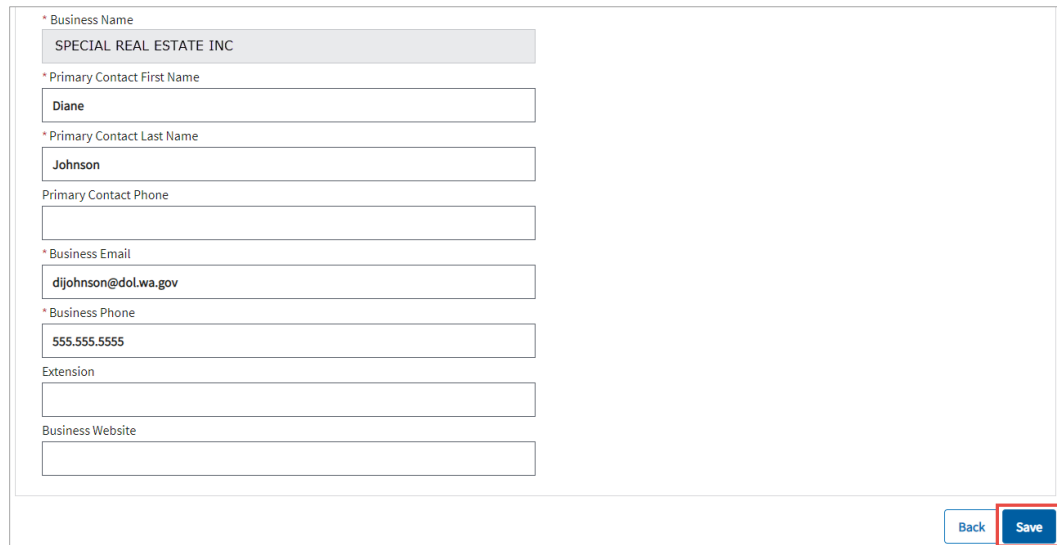
602-554-668

**Validate UBI**

\* Business Name

SPECIAL REAL ESTATE INC

6. **Complete** the rest of the form (not all fields are required) and click the Save button.



The screenshot shows a web form with the following fields and values:

- \* Business Name:** SPECIAL REAL ESTATE INC
- \* Primary Contact First Name:** Diane
- \* Primary Contact Last Name:** Johnson
- Primary Contact Phone:** (empty)
- \* Business Email:** djjohnson@dol.wa.gov
- \* Business Phone:** 555.555.5555
- Extension:** (empty)
- Business Website:** (empty)

At the bottom right of the form, there are two buttons: "Back" and "Save". The "Save" button is highlighted with a red border.

7. The Manage My Businesses page will be displayed with a tile showing the business name.

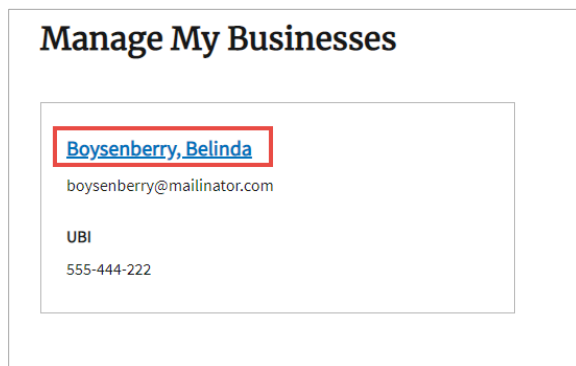
## Apply for the Firm License

- You'll need the following information to apply:
  - The license number of the person who will act as the Designated Broker for the Firm.
    - This person must already be a Designated Broker for another firm OR their Managing Broker license must be in Inactive-No Active Affiliations status.
  - The Business ID and Location ID from your Business License issued by the Department of Revenue.
    - You can find these numbers on the Business License issued by the Department of Revenue OR by going to [dor.wa.gov](http://dor.wa.gov) and selecting Look up a business. Search for your business by UBI number or business name.
- You'll need the following documents ready to upload:
  - Name Approval letter for your business entity name and for your doing business as name if you have one.
  - Business License from Department of Revenue showing these names have been registered as Trade Names.

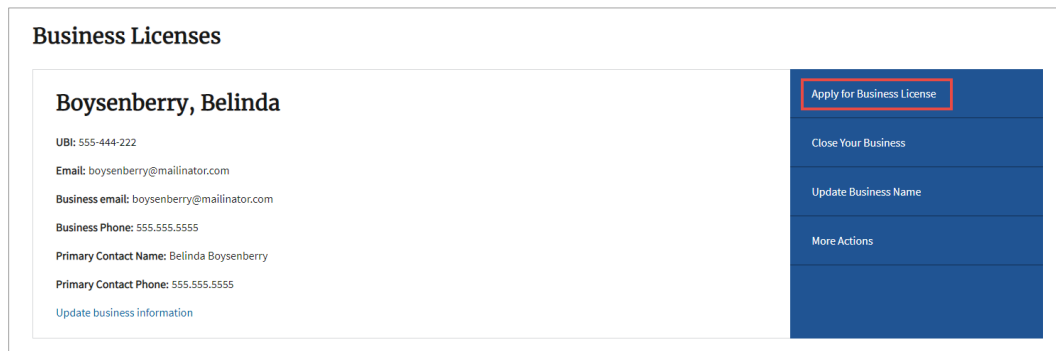
1. **Click** the Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Click** the link in the tile for business you want to add a firm license to at the Manage My Businesses page.



3. **Click** Apply for Business License from the options available in the blue bar to the right of the page.



4. **Select** Real Estate from the Profession dropdown.

**Apply for a New License**

**License Selection**

\* Select a Profession

--None--

--None--

Appraisal Management Companies

Auctioneers and Auction Company

Bail Bonds

Body Art and Body Piercing

Camping Resorts

Cemeteries

Combative Sports

Commercial Drivers License

Cosmetology

Driver Training School

Engineers

Funerals

Land Surveyors

Motorcycle Safety

**Real Estate**

Security Guards

Timeshares

5. **Select** Real Estate Firm from the License Type dropdown.

**Apply for a New License**

**License Selection**

\* Select a Profession

Real Estate

\* Select a License Type

--None--

--None--

**Real Estate Firm**

Real Estate School

--None--

6. The Application Method and Account fields will auto-populate.

### Apply for a New License

**License Selection**

\*Select a Profession

Real Estate

\*Select a License Type

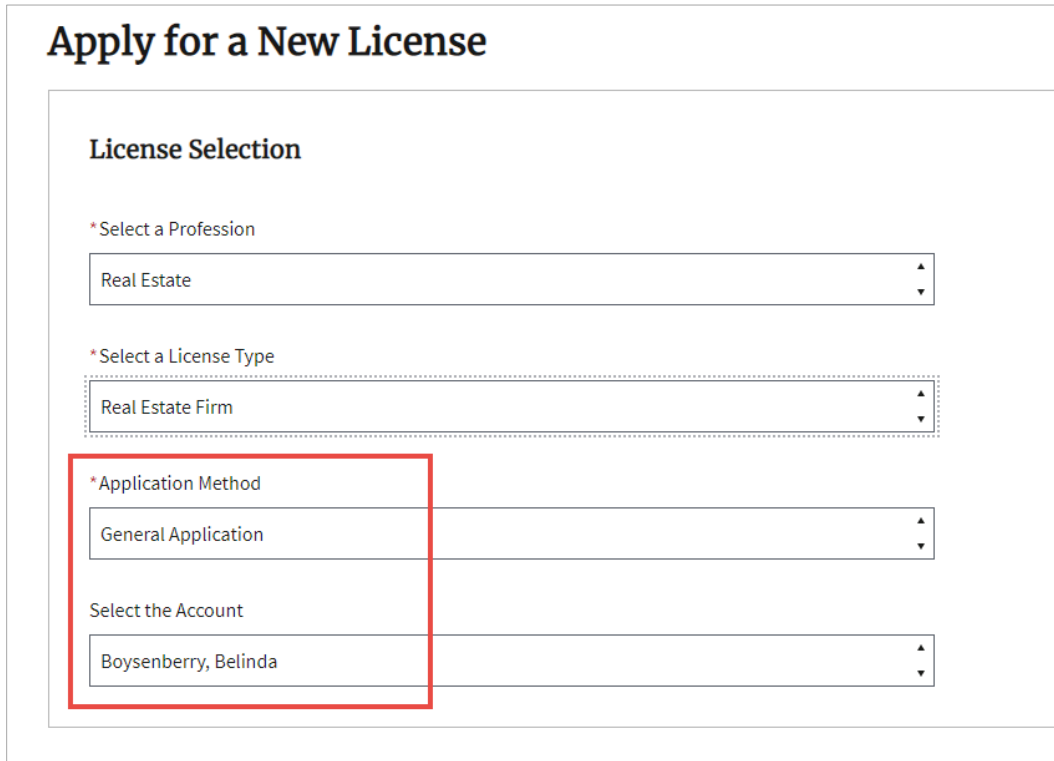
Real Estate Firm

\*Application Method

General Application

Select the Account

Boysenberry, Belinda

A screenshot of a web form titled "Apply for a New License". The form is contained within a light gray border. At the top, the title "Apply for a New License" is displayed in a bold, black font. Below the title, the section "License Selection" is indicated. There are four dropdown menus, each with a label and a selected value. The first dropdown is labeled "\*Select a Profession" and shows "Real Estate". The second is labeled "\*Select a License Type" and shows "Real Estate Firm". The third is labeled "\*Application Method" and shows "General Application". The fourth is labeled "Select the Account" and shows "Boysenberry, Belinda". A red rectangular box highlights the third and fourth dropdown menus. Each dropdown menu has a small upward-pointing triangle on the left and a downward-pointing triangle on the right.

7. **Scroll down** to the What you'll need section. **Ensure** you have everything needed to apply.

### What you'll need

Make sure you meet all the requirements listed on our [Real Estate Firm website](#).

### Gather your files

- Real Estate Program Name Approval Letter
- Master Business License

### If payment required, these are the options available:

- Credit or debit card
- Bank account
- Billing code
  - If a business or someone else is paying for you, they'll give you a billing code to use as payment.

8. **Answer** the eligibility questions and **click** the Continue button.

- You must answer Yes to all eligibility questions to continue.

### Eligibility

By answering the following questions, eligibility for the license application will be determined.

Have you had your firm name or DBA name pre-approved by the Real Estate Program?

Yes  No

If you are using an approved DBA, did you register the name as a Trade Name with the Department of Revenue? If not using DBA, click yes to proceed.

Yes  No

[Back](#) [Continue](#)



9. The Business Information page will be displayed. Some fields are populated from the business account (only a portion of the page is shown below).
- **Enter** information for all required fields on the Business Information page; some will be pre-populated from the Business Account you created.
  - **Validate** the mailing and physical address.
  - **Click** Continue at the bottom of the page to move forward.

## Apply for a new license: Real Estate Firm

○ Business Information ○ License Relationship ○ License Information

\* Business Structure

Sole Proprietor

\* Account Name ⓘ

Boysenberry, Belinda

\* Primary Contact First Name

Belinda

\* Primary Contact Last Name

Boysenberry

\* UBI ⓘ

555-444-222

\* UBI Business ID ⓘ

\* UBI Location ID ⓘ

\* Business Email

boysenberry@mailinator.com

\* Business Phone

10. Enter the license number for the Designated Broker and **click** the Save button.

Apply for a new license: Real Estate Firm

Business Information License Relationship License Information Attachments Review and Submit

**Add Designated Broker**

Search for Designated Broker using License #

20108468

Save

Add Controlling Interests

Back Save And Submit Later Continue

11. The licensee for the licensee you entered displays in a list view. **Click** Add Controlling Interest to enter information about any other people who have a controlling interest in the Firm.

- A Controlling Interest is any person, other than the Designated Broker, who can make operational or financial decisions on behalf of the firm, including owners, corporate officers, operating or financial officers, etc.

Apply for a new license: Real Estate Firm

Business Information License Relationship License Information Attachments Review and Submit

**Add Designated Broker**

License Number	Licensee Name	Actions
20108468	Barry Blueberry	Edit

Add Controlling Interests

Back Save And Submit Later Continue

12. **Enter** the required information for the Controlling Person and **click Save**.
- The Controlling Person you added will be shown in a list view.

**Add a new contact**

First Name

Middle Name

Last Name

Phone

Email

Title

13. **Repeat** steps 12 & 13 until all Controlling Interests are entered.
14. **Click Continue** at the bottom of the page to move forward.
15. **Select or enter** all the required information on the License Information page and **click Continue**.

**Apply for a new license: Real Estate Firm**

Business Information License Relationship License Information Attachments Review and Submit

**General Questions**

\* Under what name will you be doing business at this location for this profession?

\* Doing Business As.

**Legal Background Questions**

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 held by them?  
 Yes  No

\* Defaulted, been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (don't include traffic offenses.)  
 Yes  No

16. Upload the required documents on the Attachments page and click Continue.

Business Information License Relationship License Information Attachments Review and Submit

**Attachments**  
You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff, .bmp, or .gif.

**Real Estate Program Name Approval Letter**

Upload Files Or drop files

License\_Certificate\_...

**Master Business License**

Upload Files Or drop files

Form-160-100 (1)

Back Save And Submit Later Continue

17. At the bottom of the Review and Submit page, read and check all certification statements, enter the name exactly as shown below the Signature box, and click Continue.

**I certify that**

- I am authorized to sign on behalf of the business applying for this license.
- I have read and I agree to follow all the applicable laws and rules of this profession and I understand the penalties for misconduct.
- I understand that the Department of Licensing has the right to enter the firm at reasonable times to inspect the records that are required to be kept by law and regulations.
- I will cooperate with an audit or investigation by the Department of Licensing by providing all requested documents and a written explanation of the matter contained in a complaint.

**Declaration**

I declare, under penalty of perjury under the law of Washington, that all of the information I've provided in this application and any associated documents is true, complete, and correct.

**Signature**

Please type your legal name as shown below.

Belinda Boysenberry

Belinda Boysenberry

Back Save And Submit Later Continue

18. Go through all payment screens to pay for the Firm license. You'll be returned to the Manage My Businesses page.
- The Firm license application must be reviewed by back office staff. You'll receive an email when the license has been issued.
  - You can download a copy of your application and track the status of the application in the Submitted Applications tab on the Business Account.

**Boysenberry, Belinda**

UBI: 555-444-222

Email: boysenberry@mailinator.com

Business email: boysenberry@mailinator.com

Business Phone: 555.555.5555

Primary Contact Name: Belinda Boysenberry

Primary Contact Phone: 555.555.5555

[Update business information](#)

Apply for Business License

Close Your Business

Update Business Name

More Actions

Licenses

Administrator

Unsubmitted Applications

Submitted Applications

More ▾

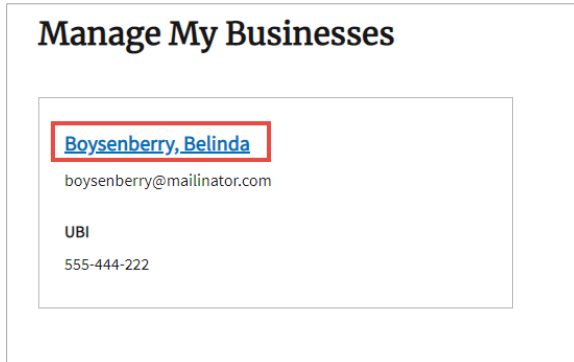
**New License Applications**

Application	Profession	License Type	Application Method	Status	Sub-status	Action
REA2001809	Real Estate	Real Estate Firm	General Application	In-Review	None	<div style="background-color: #2c5e8c; color: white; padding: 2px 5px; display: inline-block;">Download Application</div>

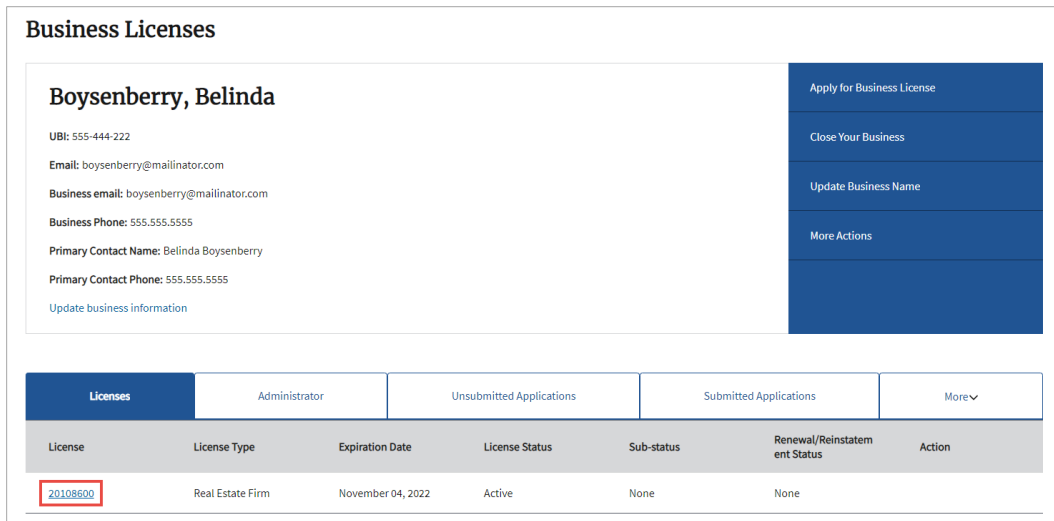
## View the Firm License

After your license is issued, you can view the license

1. **Select** Business Licenses from the gray navigation bar at the top of the page.
2. **Click** the link in the tile for business for the Firm you want to view.



3. **Click** the link for the Firm license.



4. The License Detail page will be displayed.
  - You'll see license details and license management options, including the option to [print a copy](#) of this license.

### Business Relationships

<b>License Number:</b> 20108600	<b>License Type:</b> Real Estate Firm	<b>Status:</b> Active	<a href="#">Generate License</a>
<b>Business Name:</b> Boysenberry, Belinda	<b>Doing Business As:</b> Boysenberry Home Sweet Home	<b>Phone:</b> 555.555.5555	<a href="#">Add Branch License</a>
<b>Email:</b> boysenberry@mailinator.com	<b>Physical Address:</b> 722 Buckle Ln SE Olympia, WA	<b>Mailing Address:</b> 722 Buckle Ln SE Olympia, WA	<a href="#">Finding</a>
<b>First Issue Date:</b> November 04, 2020	<b>Current Issue Date:</b> November 04, 2020	<b>Expiration Date:</b> November 04, 2022	<a href="#">More Actions</a>
<b>Sub-status:</b> None	<b>Web-Address:</b> None	<b>Discipline:</b> None	
<b>Program:</b> Real Estate			

<a href="#">Branches</a>	<b>License Administrator</b>	<a href="#">Unsubmitted Applications</a>	<a href="#">Submitted Applications</a>	<a href="#">Completed Requests</a>
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Name	Role	Email	Status	Actions
Barry Blueberry	Administrator	barryblueberry@mailinator.com	Active	<a href="#">Remove</a>

[Add Administrator](#)

4. **Scroll down** to see Licensee Relationships for the Firm License.
- See the document **Manage Licensees – Real Estate Firms/Branches** for information on adding and removing licensees from your business.

### Licensee Relationships

Search By:  Search Here:

[Export](#) [Separate Licensee\(s\)](#)

License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
20108468	Barry Blueberry	Real Estate Managing Broker	Active	August 20, 2023	Designated Broker	Active	<a href="#">Add Licensee</a>

[Back](#)

# Print a License Document

- From the Business Licenses page, **click** the link for the license you want to print.

### Business Licenses

**JOHNSON, DIANE**

UBI: 601-250-353

Email: dijohanson@dol.wa.gov

Business email: dijohanson@dol.wa.gov

Business Phone: 555.555.5555

Primary Contact Name:

Primary Contact Phone:

[Update business information](#)

[Apply for Business License](#)

Licenses

Account Relationships

Unsubmitted Applications

Submitted Applications

Completed Requests

License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
21016237	Security Guard Company	July 28, 2022	Active	None	None	

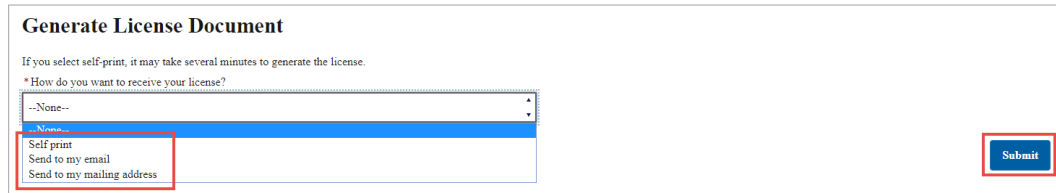
- Click Print License from the right-hand menu on the license detail page.
  - Selection may appear in a different place within the menu.

### Business Relationships

License Number: 21016237	License Type: Security Guard Company	Status: Active	<a href="#">Print License</a>
Business Name: JOHNSON, DIANE	Doing Business As: Diane's Security	Phone: 555.555.5555	<a href="#">Add An Employee</a>
Email: dijohanson@dol.wa.gov	Physical Address: 714 Fox Run Dr NW Olympia, WA	Mailing Address: 714 Fox Run Dr NW Olympia, WA	<a href="#">Update License Webaddress</a>
First Issue Date: July 28, 2021	Current Issue Date: July 28, 2021	Expiration Date: July 28, 2022	<a href="#">More Actions</a>
Sub-status: None	Web-Address: None	Discipline: None	
Program: Security Guards			



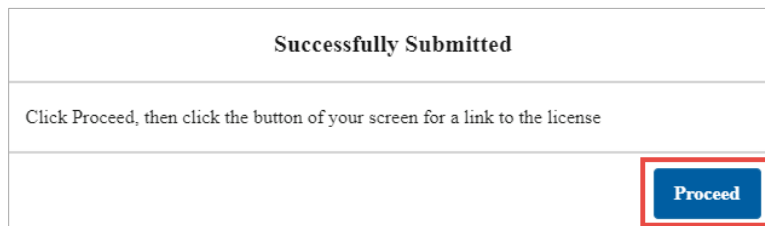
3. **Select** the delivery method for the license from the dropdown and **click** Submit.



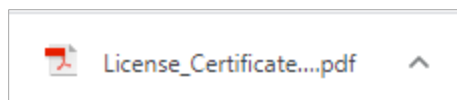
- **Self-print:** Go to [Self-Print License](#)
- **Email:** Click Ok at the pop-up.
  - You'll receive an email (sent to the email address on file) with the license document as a PDF attachment. It may take up to 24 hours to see this email.
- **Mail:** Go to [Printed License](#)

## Self-Print License

1. It will take 2-3 minutes to generate the license.
2. **Click** the Proceed button at the pop-up.



3. The downloaded document link will appear in the lower left-hand corner of the screen.
  - It may take several moments before it appears.
  - If you don't see a link, check the Downloads folder on your computer.



## Printed License

1. **Enter** the number of license copies you want to print and **click** Submit.
  - There is a \$5 fee for **each** copy.

**Generate License Document**

If you select self-print, it may take several minutes to generate the license.

\* How do you want to receive your license?  
Send to my mailing address

There is a \$5 fee for each printed license.

\* How many printed licenses do you want?  
1

Cancel Submit

2. **Click** Ok at the pop-up.

**Successfully Submitted**

Thank you for your submission. You should receive your printed license within 10 business days.

**Ok**

3. **Go through** the all payment screens to pay for the license(s). Continue until you return to the portal page.
4. The license(s) will be printed at the next printing cycle and mailed to the mailing address on file.
  - It may take 2-4 weeks to receive your printed license(s).