

Application Instructions for Real Estate License

This application must be fully completed and submitted with the appropriate fee(s) before the activation of the Real Estate License. You may use this application for your first Real Estate salesperson's, associate broker's, or branch manager's license **only if you have already fulfilled the initial requirement of passing the appropriate licensing examinations.** You may begin working from the postmark date to us, or the date of hand delivery to our office, **if** the application is complete and submitted with released license and/or clock hours, if required.

All information needs to be typed or printed, with the exception of the signatures of the applicant and Designated Broker or Branch Manager.

- Your name should reflect the name you are currently licensed with, or the name used when you took the Real Estate exam.
- You may indicate a name change on this application as long as you include the name currently on your license.
- The company name, address, and telephone number should reflect the company or branch office where you want to be licensed, **not** the address of the company you are transferring from.
- You must include your mailing address.

It is important that you provide your **correct** date of birth and residence telephone number. It is also very important that you answer the questions with a "yes" or "no" response. Please remember to sign the application and to have the Designated Broker or Branch Manager sign **and** print his/her name.

If this application is being used for your initial (*first*) license, please indicate the date you passed the exam. If you are transferring your license from one office to another, you must submit your signed and released license from the office that you are leaving, along with your completed application and fee.

Note: You are required to be a licensed salesperson or associate broker if using this application to:

- process a transfer of your license
- change your status/class from associate broker to branch manager
- **become** an associate broker or branch manager
- request a duplicate license

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56