

# Real Estate Change of Firm Name or Add/Change DBA Name

Use this form to add a DBA (doing business as) name to the firm, or change a firm or DBA name. If you are applying for a new real estate firm license, use form RE-620-008, [Real Estate Firm Application](#). Send this completed form and any required documents to: **Real Estate Licensing, Department of Licensing, PO Box 9021, Olympia, WA 98507**. If you have any questions, call (360) 664-6500 or (360) 664-6488.



## Firm name change

- Obtain firm name approval from Real Estate Regulatory** – you must first send a brief cover letter with your name, contact information, desired firm name, and any DBA names by fax to **(360) 570-4982** or email to [reregulatory@dol.wa.gov](mailto:reregulatory@dol.wa.gov). You will receive notification by email or phone in 1-5 business days.
- Required documents checklist** *(check when completed)*
  - ☐ Copy of your master business license with any applicable DBA trade names listed – contact Department of Revenue, [dor.wa.gov](http://dor.wa.gov), for information.
  - ☐ Copy of name change amendment from the Secretary of State.
  - ☐ Type of business documentation (needed for all types, except sole proprietor) – contact Washington Secretary of State, [sos.wa.gov](http://sos.wa.gov), for information.
  - ☐ All real estate licenses showing former firm name.
  - ☐ New [Real Estate License Transfer and Activation](#) (RE-620-004A) for each real estate broker or managing broker.
  - ☐ New [Real Estate Endorsement Application](#) (RE-620-016) for each branch manager or designated broker.
  - ☐ New [Real Estate Branch Office License Application](#) (RE-620-011) for each branch office location, if applicable.

## Add or change a DBA name

- Obtain DBA name approval from Real Estate Regulatory** – you must first send a brief cover letter with your name, contact information, and desired DBA names by fax to **(360) 570-4982** or email to [reregulatory@dol.wa.gov](mailto:reregulatory@dol.wa.gov). You will receive notification by email or phone in 1-5 business days.
- Required documents checklist** *(check when completed)*
  - ☐ Copy of the business license showing the DBA name as a trade name.
  - ☐ All real estate licenses showing previous DBA name, if applicable.
  - ☐ New [Real Estate Branch Office License Application](#) (RE-620-011) for each branch office, if applicable.

**Check all that apply:** ☐ Change of firm name ☐ New DBA ☐ Change of DBA

## Firm information—Incomplete applications will not be processed.

TYPE or PRINT Firm name		Washington UBI number
Name firm will do business as <i>(if applicable)</i>		
Mailing address <i>(Address, City, State, ZIP code)</i>		
Physical address, if different <i>(Address, City, State, ZIP code)</i>		
Email	(Area code) Telephone number	(Area code) Fax number
Designated broker name <i>(First, Middle, Last)</i>		

By signing this application you understand that we, the Department of Licensing, have 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 the Department of Licensing with the requested documents and a written explanation of the matter contained in a complaint.

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
Date and place signed

**X**

\_\_\_\_\_  
Designated broker signature

For office use only		
Firm license number	Effective date	Expiration date