

Renew Firm License or Branch License

Access to Renew a License

You will have access to renew a Firm or Branch license if:

- You are a Designated Broker and you have linked your Managing Broker license to your SAW login. You'll automatically be linked to the business at the Main License Account level.
- You have linked the Business Account to your SAW login using the Link Existing Business Licenses process.
- You have accepted an invitation to be an Account Administrator.

If you are the applicant listed on the Firm or Branch license record, you will see a Renewal To-Do for the Firm or Branch License on your Home page when the license is ready to renew.

If you don't see a To-Do on your Home page, you can still renew the firm or branch.

Before you renew

Make sure you are in Chrome, Chrome is set as your default browser, and the Chrome pop-up blocker is OFF before you renew the license.

If at all possible, try to go all the way through the Renewal Application and the payment process in one pass. Stopping at any point during the process can cause issues in completing the renewal.

Renew a Firm License

If you only have access at the Main License Account level, you will NOT be able to see and continue the Renewal application if you click Save & Submit Later. However, if you submit the application and click Pay Later at the first payment page, there is a way for you to complete the transaction at a later time.

1. **Click** Business Licenses link in the gray navigation bar at the top of the page.



2. **Select** the link for the business associated with the license you want to renew.
- If you are linked at the Business Account level AND the Main License Account level, always choose the Business Account level for your renewal. This gives you the most access if you need to stop at any point in the process.
 - Business Account Level = Business Entity Name
 - Main License Account Level = Business Entity Name-Real Estate Firm



3. If the Firm license is eligible for renewal, you'll see a Renew button on the row for the Firm license under the Licenses tab. **Click** the Renew button to start the renewal process.



4. On the Business Information page, **click** the Validate UBI button to verify your Secretary of State or Department of Licensing information is active and up to date.

License Renewal: Real Estate Firm

Business Information Assumed Name License Relationship

* Business Structure
Corporation

* Account Name
TRELORA COLORADO INC

* Primary Contact First Name

* Primary Contact Last Name

* UBI
604-482-397

Validate UBI

* UBI Business ID

5. If you make any changes to your mailing or physical address, you must validate the address.
 - DON'T validate your physical address if you don't make any changes to it, as the system considers this a change and it may delay your renewal.

6. **Complete** all pages of the renewal and click the Continue button on the Review and Submit page of the application.

License Renewal: Real Estate Firm

Business Information Assumed Name License Relationship License Information Review and Submit

Review and Submit

Questions Review

Had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by them?
No

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

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.

Suzie Strawberry

Suzie Strawberry

Back Save And Submit Later **Continue**

7. You'll be taken to the first page of the payment process.

Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.
If you want to return to your application, simply log out and log back in.
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees Checkout Confirmation

Note that you must use a valid VISA, MasterCard, AmEx or Discover credit card to pay online.

Fees						
Transaction Number	Fee Description	License Type	Application Method	Reference Information	Amount	Amount Outstanding
<input checked="" type="checkbox"/> RNW-98295	Renewal Fee	Real Estate Firm	Renewal		\$200.00	\$200.00
Total Selected					\$200.00	
Email Receipt To: djohnson@dol.wa.gov						

Pay Later Continue

To complete the payment process successfully, please do not click your browser back button.

8. **Pay** for the renewal fees for the license.
 - Make sure to go through all the payment pages until you reach the Submit Your Feedback page to ensure your payment will process correctly.
9. Your license will renew immediately if:
 - You didn't answer Yes to any Legal Background question (Firm license only).
 - You didn't make a change to your physical address (validating the physical address is considered a change, even if you didn't actually change anything).
 - If your Renewal Application is in In-Review status, that means your Renewal Application must be reviewed and approved by Department of Licensing staff before your renewal will go through.

Renew a Branch License

If you only have access at the Branch License Account level, you will NOT be able to see and continue the Renewal application if you click Save & Submit Later. However, if you submit the application and click Pay Later at the first payment page, there is a way for you to complete the transaction at a later time.

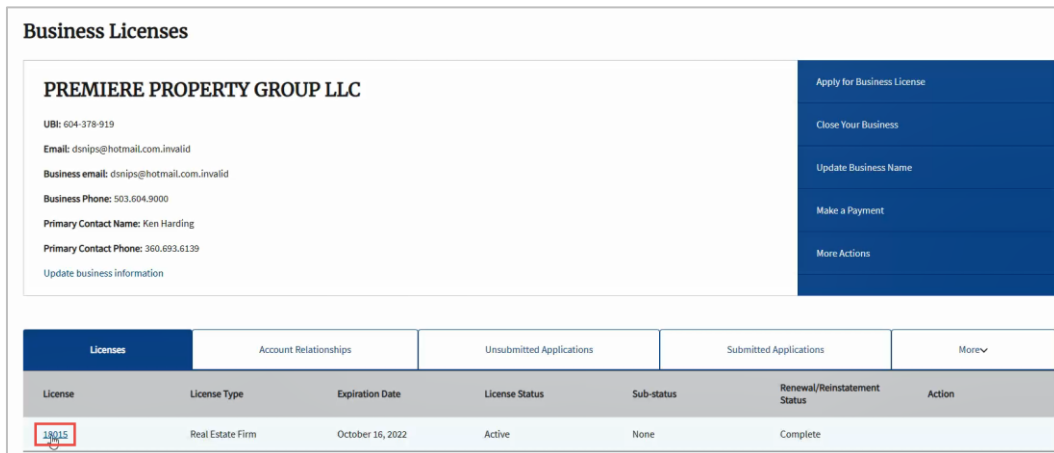
1. **Click** Business Licenses link in the gray navigation bar at the top of the page.



2. **Select** the link for the business associated with the license you want to renew.
 - If you are linked at the Business Account level AND the Branch License Account level, always choose the Business Account level for your renewal. This gives you the most access if you need to stop at any point in the process.
 - Business Account Level = Business Entity Name
 - Branch License Account Level = Business Entity Name-Real Estate Branch



3. **Click** the link for the Firm license from the list of licenses.



4. Click the Branches tab.

Business Relationships

License Number: 18015	License Type: Real Estate Firm	Status: Active	Print License Add Branch License Finding More Actions
Business Name: PREMIERE PROPERTY GROUP LLC	Doing Business As: None	Phone: 503.604.9000	
Email: dsnips@hotmail.com.invalid	Physical Address: 311 W 11th St Vancouver, WA	Mailing Address: 311 W 11th St Vancouver, WA	
First Issue Date: October 16, 2010	Current Issue Date: October 17, 2020	Expiration Date: October 16, 2022	
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

[Branches](#) | [License Relationships](#) | [Unsubmitted Applications](#) | [Submitted Applications](#) | [Completed Requests](#)

Name	Role	Email	Status	Actions
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5. If the Branch license is eligible for renewal, you'll see a Renew button on the row for the Branch license. Click the Renew button to start the renewal process.

Business Branches

License Number: 18015	License Type: Real Estate Firm	Status: Active	Print License Add Branch License Finding More Actions
Business Name: PREMIERE PROPERTY GROUP LLC	Doing Business As: None	Phone: 503.604.9000	
Email: dsnips@hotmail.com.invalid	Physical Address: 311 W 11th St Vancouver, WA	Mailing Address: 311 W 11th St Vancouver, WA	
First Issue Date: October 16, 2010	Current Issue Date: October 17, 2020	Expiration Date: October 16, 2022	
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

[Branches](#) | [License Relationships](#) | [Unsubmitted Applications](#) | [Submitted Applications](#) | [Completed Requests](#)

License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
24597	Real Estate Branch	July 02, 2021	Active	None	None	Renew

6. Follow [steps 4 - 9 under Renew a Firm License](#) to renew the Branch license.

Troubleshoot a Firm or Branch Renewal

I only have Main License Account or Branch License Account access, and I clicked Save & Submit Later on my Renewal Application. How can I continue?

You won't have access to your unsubmitted Renewal Application at this level. Contact the Real Estate Program so we can clear your unsubmitted application and restore the Renew button so you can try again.

I only have Main License Account or Branch License Account access, and I submitted my Renewal Application, but didn't pay for it. How can I pay for the renewal?

If you are the person who submitted the Renewal Application, click the Professional Licenses link in the gray navigation bar at the top of the page.

You should see a Make a Payment link in the blue menu bar. Click that link to access the payment pages for your Firm or Branch renewal fees.