



HOW TO: Complete State Law Filings in NY & WA



REGISTERING IN NEW YORK STATE

Franchise Broker NY State Registration Form: You will need to submit Seller Disclosure Forms if you are planning to sell in New York. The telephone number for the New York regulator is 212-416-8236.

Make Payment to: New York State Department of Law

Mailing Address: New York State Department of Law
Investor Protection Bureau
120 Broadway
23rd Floor
New York, New York 10271

Click here for more franchising information pertaining to New York state.

Note: Please find registration form in the training module.



REGISTERING IN WASHINGTON STATE

Franchise Broker Registration summary

Third parties selling franchises on behalf of a franchisor must register as franchise brokers. The requirements are set forth in RCW 19.100.140 and WAC 460-82-200.

Click here for a complete list of information.

Initial Registration

What do I need to File?

Franchise Broker License Application

Financial Statement (See Financial Statement Requirements below)

Fee: Check for \$50 payable to the Washington State Treasurer

When do I need to file?

There is no specified time period. Franchise broker applications are usually sent in with the franchise registration applications, and are made effective when the franchise is effective. You can be licensed without having been appointed as a broker by a franchisor, but you are not allowed to make offers to prospective franchisees until the appointment page has been submitted to the Division.

The Division will issue you a franchise broker license.
It expires on December 31st and must be renewed annually.

Note: Please find the Broker License Application in the training module.