



# Assisted Living Facility Information Changes

FACILITY NAME
LICENSE NUMBER

<b>Did facility information change?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, complete applicable change(s) below.</b>	
NEW FACILITY NAME (ATTACH COPY OF WASHINGTON (WA) BUSINESS LICENSE SHOWING REGISTERED TRADE NAME)			
MAILING ADDRESS	CITY	STATE	ZIP CODE
FACILITY NUMBER (WITH AREA CODE)	CONFIDENTIAL FAX NUMBER (WITH AREA CODE)		
EMAIL ADDRESS	WEBSITE		

<b>Did Entity Information change?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, complete applicable change(s) below.</b>	
NEW LEGAL ENTITY NAME (ATTACH COPY OF WA BUSINESS LICENSE AND INTERNAL REVENUE SERVICE EIN VERIFICATION DOCUMENTATION)			
MAILING ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER (WITH AREA CODE)	FAX NUMBER (WITH AREA CODE)	CELL PHONE NUMBER (WITH AREA CODE)	

<b>Did Administrator change?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, all information below is required.</b>	
<input type="checkbox"/> New Administrator meets qualifications in Chapter 388-78A WAC.			
OUTGOING ADMINISTRATOR NAME			END DATE
INCOMING ADMINISTRATOR NAME	SOCIAL SECURITY NO.	DATE OF BIRTH	START DATE

<b>Signature of Licensee</b>	
<b>Form submitted without signature will not be processed.</b>	
<b>I attest that all above changes are true and accurate. Forms without a signature will be rejected.</b>	SIGNATURE OF LICENSEE
DATE	

Please email completed form to [RCSBOA@dshs.wa.gov](mailto:RCSBOA@dshs.wa.gov).

<b>BOA Use Only</b>	
ENTERED BY:	DATE ENTERED
<input type="checkbox"/> FMS	DATE LICENSE MAILED
New license required (facility name change)? <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE CONTRACTS NOTIFIED
Contracts notified of changes (facility name or address)? <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE RETURNED TO LICENSEE
<input type="checkbox"/> Not processed; returned to <b>Licensee</b> .	