

**WAC 460-82-200 Franchise broker record-keeping requirements.**

Every franchise broker shall make and keep current the following books and records:

- (1) Records of each sale of a franchise including:
  - (a) The name and address of the franchisee;
  - (b) The aggregate purchase price;
  - (c) Records of any payments collected by the franchise broker in connection with the offer or sale of a franchise;
  - (d) The terms of payment;
  - (e) A receipt signed by the purchaser confirming delivery of the Franchise Disclosure Document in accordance with WAC 460-80-300;
  - (f) The commission paid to the broker;
  - (g) The amount disbursed for advertising and other amounts to be funded by the franchisor.
- (2) Every franchise broker shall keep a copy of all advertising used by the broker in the sale of franchises, including but not limited to the internet, radio, newspaper, T.V. media, letters, brochures, etc.
- (3) Every franchise broker shall preserve for a period of not less than six years from the closing of any franchise account, all records, books and memorandums that relate to the offer or sale of franchises.

[Statutory Authority: Chapter 19.100 RCW and RCW 19.100.250. WSR 10-10-055, § 460-82-200, filed 4/29/10, effective 5/30/10. Statutory Authority: RCW 19.100.250. WSR 92-02-054, § 460-82-200, filed 12/30/91, effective 1/30/92; Order 11, § 460-82-200, filed 3/3/72.]