

**RCW 18.390.030 Application for registration—Required materials—  
Issuance—Validity period—Transferability—Public records act  
exemption.** (1) An applicant for a registration as a continuing care  
retirement community must submit the following materials to the  
department:

(a) A written application to the department providing all  
necessary information on a form provided by the department;

(b) Information about the licensed assisted living facility  
component of the continuing care retirement community and, if the  
continuing care retirement community operates a nursing home,  
information about that component;

(c) Copies of any residency agreements that the continuing care  
retirement community intends to use for the certification period;

(d) A copy of the disclosure statement that includes current  
information required by RCW 18.390.060;

(e) (i) Except as provided in (e) (ii) of this subsection, copies  
of audited financial statements for the two most recent fiscal years.  
The audited financial statement for the most current period may not  
have been prepared more than eighteen months prior to the date that  
the continuing care retirement community applied for its current  
registration;

(ii) If the continuing care retirement community:

(A) Has obtained financing, but has been in operation less than  
two years, a copy of the audited financial statement for the most  
current period, if available, and an independent accountant's report  
opinion letter that has evaluated the financial feasibility of the  
continuing care retirement community; or

(B) Has not obtained financing, a summary of the actuarial  
analysis for the new continuing care retirement community stating that  
the continuing care retirement community is in satisfactory actuarial  
balance;

(f) An attestation by a management representative of the  
continuing care retirement community that the continuing care  
retirement community is in compliance with the disclosure notification  
requirements of RCW 18.390.060; and

(g) Payment of any registration fees associated with the  
department's cost of registering continuing care retirement  
communities.

(2) The department shall base its decision to issue a  
registration on the completeness of the application. If an application  
is incomplete, the department shall inform the applicant and give the  
applicant an opportunity to supplement its submission. An applicant  
may appeal a decision of the department to deny an application for  
registration.

(3) The department shall issue the registration within sixty days  
of the receipt of a complete application, payment of fees, submission  
of disclosures, residency agreements, and the attestation. The  
department's failure to timely issue a registration may not cause a  
delay in the change of ownership and ongoing operation of the  
continuing care retirement community.

(4) Registration is valid for two years.

(5) Registration is not transferable.

(6) Materials submitted pursuant to this section are not subject  
to disclosure under the public records act, chapter 42.56 RCW. [2016  
c 183 s 3.]