

Kittitas County Auditor's Office  
Request For Applications  
Kittitas County Vehicle/Vessel Licensing Subagent

**Application Guidelines**

- 1) Submit a completed application by the due date:  
Complete the attached application form.  
Include a current resume and any other pertinent information.  
Complete a Subagent Business Proposal following the enclosed outline.
- 2) County subagent requirements are provided for your information. Please review these prior to completing your application.
- 3) The subagent office will initially consist of one workstation. The office must be located in the vicinity of Cle Elum, Roslyn, and/or South Cle Elum area.

The successful applicant will be required to find suitable space in this general vicinity. If you propose to locate the subagent office on property you currently own or lease please provide the property's address in the application.

- 4) Your application must be received no later than 5:00 PM July 9, 2010. **Late and/or faxed proposals will not be accepted.** Applications shall be delivered to:

- ◆ Kittitas County Auditor  
205 W. 5<sup>th</sup> Ave, **Suite 105**  
Ellensburg, WA 98926

Application or procedure questions: phone (509)962-7557 or (509) 962-7631

- 5) All Questions regarding the application or the selection process will be answered at an Information Session, to be held on the following date and at the following location.

- ◆ **June 29<sup>th</sup> 2010 - 3:00pm**

**Location:** **Upper** Kittitas County Courthouse  
700 E. 1<sup>st</sup> Street  
Cle Elum, WA 98922

- 6) All applications received by the deadline will be reviewed and evaluated.

Interviews will be held with finalist prior to any final decision. Applicants not selected for interviews will be sent a notice via regular mail.

Please do not contact the Auto License office or staff to determine the status of your application or any questions prior to or after this meeting as questions will not be answered.