

**Real Estate Board**  
**BUSINESS ENTITY LICENSE TRANSFER APPLICATION**  
**Fee \$90.00**

A check or money order payable to the **TREASURER OF VIRGINIA**,  
 or a completed [credit card insert](#) must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

⇒ **All licensed members of the business entity** must be affiliated with the same firm as the business entity.

**The Business Entity license must be current.**

1. Business Entity Name \_\_\_\_\_
2. Business Entity Trade, "Doing Business As" (DBA) or Fictitious Name \_\_\_\_\_

3. Business Entity Real Estate License Number 

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DO NOT INCLUDE DASHES (1234567890)

4. Provide **one** of the following identification numbers\*:

- Business Federal Employer Identification Number (EIN) 

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- Sole Proprietor's/Individual's* Social Security Number and/or 

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- Virginia** Department of Motor Vehicles Control Number 

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➤ Enter the same identification number as used on previous applications or licenses on file with the department.  
 \* State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

5. Business Entity State Corporation Commission (SCC) Number \_\_\_\_\_

6. Business Entity Contact Numbers  

Primary Telephone	Alternate Telephone
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7. Business Entity E-mail Address \_\_\_\_\_  
Email address is considered a public record and will be disclosed upon request from a third party.  
 ➤ The email address provided above will be used for your Business Entity's online profile with DPOR. It can **not** be used by any other individual license holder or other businesses registered with DPOR or the Real Estate Board. The email address provided must be unique to this Business Entity's license.

8. **Firm/Sole Proprietorship** Information with whom your license will be **active**:

A. Name \_\_\_\_\_

<small>BOARD USE ONLY</small>	SCC NO.	ISSUE DATE	ACTIVE No <input type="checkbox"/> Yes <input type="checkbox"/>	TRADE NAME REGISTERED No <input type="checkbox"/> Yes <input type="checkbox"/>	DATE	
<small>OFFICE USE ONLY</small>	DATE	FEE	TRANS CODE <b>5020</b>	ENTITY # <b>0226</b>	FILE #/LICENSE #	ISSUE DATE

B. Trade, "Doing Business As" (DBA) or Fictitious Name

C. Virginia Real Estate License Number:

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DO NOT INCLUDE DASHES (1234567890)

D. Mailing Address

\_\_\_\_\_

APT/Unit #	City	State	Zip Code
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E. E-mail Address

Email address is considered a public record and will be disclosed upon request from a third party.

F. Contact Numbers

Telephone	Alternative
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G. Firm/Sole Proprietor's Principal Broker's Name:

Last	First	Middle	Generation
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H. Principal Broker's Virginia Real Estate License Number:

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9. Will this Business Entity operate as a "team" as defined in [§54.1-2100](#)? (See definition below)

No

Yes

➤ [§54.1-2100](#) - "Real estate team" means two or more individuals, one or more of whom is a real estate salesperson or broker, who (i) work together as a unit within the same brokerage firm, (ii) represent themselves to the public as working together as one unit, **and** (iii) designate themselves by a fictitious name.

10. **ONLY** provide the following information for **each licensed individual or entity** who will be **paid a commission** or who is a **licensed member of the team** through the business entity named on this application:

VA Real Estate License Number	Name	License Type (Salesperson, Broker or Entity)	Signature*

\* By signing this application I/we, the undersigned, certify that the foregoing statements and answers are true, and I/we have not suppressed any information that might affect the Board's decision to approve this application. I also certify that I/we understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Real Estate Board Regulations*.

**(Broker's statement on the following page.)**

11. Principal Broker's Statement

By signing this application I/we, the undersigned, certify that the foregoing statements and answers are true, and I/we have not suppressed any information that might affect the Board's decision to approve this application. I also certify that I/we understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Real Estate Board Regulations*.

I, the firm's Principal Broker or Supervising Broker, hereby acknowledge that the licensee(s) named on this application for a Business Entity License is affiliated with my firm as a real estate agent.

Principal Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Broker's\* Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Broker's VA Real Estate License Number

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\* If the Supervising Broker listed above is an individual receiving a commission through the Business Entity or a member of the team, the Principal Broker must sign this application (see question 10).