

**Real Estate Board  
 FIRM LICENSE APPLICATION  
 Fee \$370.00**

**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.**

**Sole Proprietor (Broker-owned) businesses are not required to file this application.**

1. Firm Name \_\_\_\_\_  
 All names must be the same as displayed on government issued ID or organization/business documents.

2. Assumed or Fictitious Name <sup>^</sup> \_\_\_\_\_  
<sup>^</sup> If an **assumed/fictitious name** is to be used, it must be registered with the Virginia State Corporation Commission (SCC) pursuant to [§59.1-69](#) of the Code of Virginia.

3. A. Type of business entity (select only **one**)  
 Sole Proprietorship (non-broker owned)    General Partnership    Solely Owned LLC    Corporation  
 Limited Partnership    Limited Liability Company    Other, please specify: \_\_\_\_\_  
**Other:** Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.

B. State Corporation Commission (SCC) Number: \_\_\_\_\_ (If applicable)  
 ➤ All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized as a business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No **person, partnership, limited liability company or corporation** shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless registered with the Virginia SCC.  
 For additional information, contact the SCC at [www.scc.virginia.gov](http://www.scc.virginia.gov) or by phone at (804) 371-9733.

4. Provide **one** of the following identification numbers\*:  
 Business Federal Employer Identification Number (EIN)    -   
 Sole Proprietor's/Individual's Social Security Number and/or    -  -   
 **Virginia** Department of Motor Vehicles Control Number     
 ➤ 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. Mailing Address (PO Box accepted) \_\_\_\_\_  
 The mailing address will be printed on the license.  
 \_\_\_\_\_  
 APT/Unit #   City   State   Zip Code

6. Street Address (PO Box not accepted) \_\_\_\_\_  
**PHYSICAL ADDRESS REQUIRED**  
**If Principal Broker resides in Virginia, you must have a Virginia Address.**  
 Check here if Street Address is the same as the Mailing Address listed above.  
 \_\_\_\_\_  
 APT/Unit #   City   State   Zip Code

BOARD USE ONLY	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
	DATE	FEE	TRANS CODE 1020	ENTITY # 0226	FILE #/LICENSE #
OFFICE USE ONLY					ISSUE DATE



11. Is the real estate firm a **sole proprietorship (non-broker owned) or partnership?**

No

Yes  If yes, provide the following information for each sole proprietor or partner from your partnership.

*\*Every **sole proprietor (non-broker owned)/partner** who actively participates in this firm's Virginia brokerage business must hold a license as a Virginia Real Estate Broker.*

Full Name (print name)	Sole Proprietor		Partner* of Partnership		VA Real Estate License No. (if licensed). Otherwise provide Social Security No. or VA DMV Control No.	Actively Participate in VA business?	
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13. A. Firm's **Principal Broker Name**:

\_\_\_\_\_  
 Last First Middle Generation

B. Provide the **Principal Broker's Social Security and/or VA DMV Control Number\***:

**Social Security Number** and/or 

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**Virginia DMV Control Number**

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- Enter the same identification number as used on examination, previous applications or licenses on file with the department.
- \* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles

C. Which of the following **Broker Applications** have been included to complete your application package?

- Broker License Application* (new applicants only)
- Concurrent Broker Application* (existing licensee working for more than one firm)
- Activate/Transfer License Application* (existing licensee who are activating or transferring their license)

Provide your Real Estate license number: 

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14. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration.
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the Department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 21, of the *Code of Virginia* and the *Virginia Real Estate Regulations*.

Firm's Principal Broker's Signature: \_\_\_\_\_

\_\_\_\_\_ Date

**Owner/Officer Signature is required ONLY if the current Principal Broker did not sign above.**

Owner/Officer's Name \_\_\_\_\_  
 Last First Middle Generation

Owner/Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENTS:** Per your response above, check all the documents included with this application package.

- Limited Liability Companies must provide a copy of the Operating Agreement (**not** the Articles of Organization) for verification purposes. (Question #9)
- General Partnerships must attach Partnership Agreement and certificate of Partnership issued by the SCC. (Question #11)
- Broker Application (Question # 13.C)