



Real Estate Board
LICENSE EXCHANGE TO SALESPERSON LICENSE APPLICATION
Fee \$150.00

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.

- You must hold a current broker license in Virginia in order to use this license application.
- Brokers must return his/her individual license(s) with this application.
- Sole proprietors/principal brokers must return their individual license, the firm license, and all individual licenses affiliated with the firm.

1. Legal Name _____
Last First Middle Generation

2. Professional Name (if applicable) _____
First or last name of your legal name must be included in your professional name. (i.e. John D., or J. Doe)

3. Provide at least **one** of the following identification numbers*:
 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 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.

4. Applicant's Mailing Address _____
 (PO Box accepted)

City State Zip Code

5. Applicant's Street Address _____
RESIDENTIAL (PHYSICAL)
ADDRESS REQUIRED
 (PO Box not accepted)
 Check here if Street Address is the same as the Mailing Address listed above.

City State Zip Code

6. Applicant's Contact Numbers _____
Primary Telephone Alternate Telephone Fax

7. Applicant's E-mail Address _____

8. List all **active** and **inactive** Virginia Real Estate Broker licenses that you currently hold.

Broker License Number	Associate (AB), Sole Proprietor (SP) or Principal Broker (PB)	Firm Name & Trade Name	Firm License Number
	AB <input type="checkbox"/> SP <input type="checkbox"/> PB <input type="checkbox"/>		
	AB <input type="checkbox"/> SP <input type="checkbox"/> PB <input type="checkbox"/>		
	AB <input type="checkbox"/> SP <input type="checkbox"/> PB <input type="checkbox"/>		

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			3050		0225	

9. Are you applying for **active** license status with a licensed real estate firm or sole proprietor?

No If no, skip to question #11. You will be issued an **inactive** license.

Yes

10. Firm/Sole Proprietorship information with whom your license will be **active**:

A. Firm/Sole Proprietorship Name

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

➤ All **sole proprietorships** with fictitious names must attach a copy of the certification filed with the Clerk of the Court in the locality where business will be conducted.

C. Firm's/Sole Proprietor's Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

D. Firm/Sole Proprietor's Mailing Address

City

State

Zip Code

E. Firm/Sole Proprietor's Street Address

Check here if Street Address is the same as the Mailing Address listed above.

PHYSICAL

ADDRESS REQUIRED

(PO Box not accepted)

City

State

Zip Code

F. Firm/Sole Proprietor's Contact Numbers

Primary Telephone

Alternate Telephone

Fax

G. Firm/Sole Proprietor's E-mail Address

H. Firm/Sole Proprietor's Principal Broker's Name

Last

First

Middle

Generation

I. Principal Broker's Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

11. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete a [Disciplinary Action Reporting Form](#).

12. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? Any plea of nolo contendere shall be considered a conviction.

No

Yes If yes, complete a [Criminal Conviction Reporting Form](#).

B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years? Any plea of nolo contendere shall be considered a conviction.

No

Yes If yes, complete a [Criminal Conviction Reporting Form](#).

13. Have you ever violated a fair housing law in any jurisdiction of the United States?

No

Yes If yes, attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

14. By signing this application, I certify the following statements (as indicated by **placing my initials** next to each statement):

_____ The foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. Furthermore, 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 including, but not limited to, any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).

_____ I authorize the Department of Professional and Occupational Regulation (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 and requested by the Department.

_____ I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.

_____ 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*.

Applicant's Signature _____ Date _____

15. For all applicants who will be affiliated with a current licensed firm/sole proprietorship:

Broker's Statement (to be completed by either the principal or supervising broker with *signatory authority* who will be responsible for the applicant's real estate activities)

I, _____ authorize _____
Print Name of Principal or Supervising Broker Applicant's Name

to apply for a license as a real estate *salesperson* with the real estate firm listed on this application; and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

Principal or Supervising Broker's Signature _____ Date _____

Principal Broker

Supervising Broker

Broker's Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

ATTACHMENTS: (Check the attachments included with this application)

- A signed and notarized Agreement for Salesperson Licensure by Exchange form must be submitted and will become part of your application after it is signed by the Board Chairperson. (Form is attached)
- Disciplinary Action Report and all attachments. (see Question #11)
- Criminal Conviction Reporting Form and all attachments. (see Question #12)
- All licenses to be returned.

