



Real Estate Board
BRANCH OFFICE ROSTER RENEWAL FORM
Renewal 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.

1. Branch Office's Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)
2. Branch Office Mailing Address _____
(As printed on the branch license)

City State Zip Code
3. Branch Office E-mail Address _____
4. Branch Office Contact Numbers _____
Primary Telephone FAX
5. Firm/Sole Proprietorship Name _____
6. Trade, "Doing Business As" (DBA) or Fictitious Name _____
7. Firm's/Sole Proprietor Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)
8. Firm/Sole Proprietor Mailing Address _____

City State Zip Code
9. Firm/Sole Proprietor E-mail Address _____
Email address is considered a public record and will be disclosed upon request from a third party.
10. Firm Contact Numbers _____
Primary Telephone Fax
11. Firm Principal Broker's Name _____
Last First Middle Generation
12. Firm Principal Broker Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)
13. Branch Office Staff Information:
 - A. Branch Office Supervising Broker's Name _____
Last First Middle Generation
 - B. Supervising Broker's VA Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	COMPLETION DATE
			2020		0226	

13. Branch Office Staff Information (continued):

C. Names of Salespersons and Associate Brokers affiliated with this Branch Office:

Last Name	First Name	License Number									
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						
		0	2	2	5						

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the firm's or my license status.

Principal Broker

Supervising Broker

Broker's Name (Printed) _____

Broker's Signature _____ Date _____

To Renew a Branch Office license: the firm must:

- 1) Pay the renewal fee of \$90.00 *and*
- 2) Submit this form (*Branch Office Roster Renewal Form*) to the Virginia Real Estate board via fax, mail or email using the contact information on this form.
 - The renewal fee of \$90.00 is **only required one time.**
 - If the Board **does not** receive a completed *Branch Office Roster Renewal Form* and fee in a timely manner, the branch office license will enter into reinstatement and ***all affiliations with the branch will be terminated.***