



**Real Estate Board**  
**BRANCH OFFICE - SUPERVISING BROKER CHANGE FORM**  
**No Fee Required**

The Branch Office license must be returned in order to process the change. Do not return the Principle Broker license.

1. Firm/Sole Proprietorship Name \_\_\_\_\_

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

3. Firm's Virginia Real Estate License Number: 

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)

4. Firm/Sole Proprietor's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

5. Firm's E-mail Address \_\_\_\_\_

6. Firm's Contact Numbers \_\_\_\_\_  
Telephone Facsimile

7. Firm's Principal Broker Name:  
 \_\_\_\_\_  
Last First Middle Generation

8. Firm's Principal Broker Virginia Real Estate License Number: 

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)

9. Branch Office's Virginia Real Estate License Number: 

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)

10. Branch Office's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

11. Branch Office's E-mail Address \_\_\_\_\_

12. Branch Office's Contact Numbers \_\_\_\_\_  
Telephone Facsimile

13. Branch Office - Complete the following information:  
 A. Branch Office's **current** Supervising Broker Name:

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

B. **Current** Supervising Broker's Virginia Real Estate License Number: 

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)

C. Branch Office's **new** Supervising Broker Name:  
 \_\_\_\_\_  
Last First Middle Generation

D. **New** Supervising Broker's Virginia Real Estate License Number: 

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)

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's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature of Individual listed in #13.C.