Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8526
www.dpor.virginia.gov

Department of Professional and Occupational Regulation

Real Estate Board
PLACE LICENSE INACTIVE APPLICATION

To place a salesperson or associate broker's license on **inactive status**,
please complete this form and return with your license attached.
If the License is not attached, staff will send a letter to the principal broker requesting the license be returned.

1. Legal Name _____ _____ _____ _____
   Last First Middle Generation

2. Provide one of the following identification numbers.

   ☐ Social Security Number or ☐ Virginia DMV Control Number* ☐☐☐ - ☐☐ - ☐☐☐☐

   Note - you must use the same number as used on previous application on file with DPOR.

   * 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.

3. Individual's Virginia Real Estate License Number: 0 2 2 5 ☐☐☐☐☐☐

4. Mailing Address (PO Box accepted) _____
   _____
   _____ _____ _____
   City State Zip Code

5. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.
   PHYSICAL ADDRESS REQUIRED
   _____
   _____
   _____ _____ _____
   City State Zip Code

   If address is different on record, staff will change address information.

6. Contact Numbers _____ _____ _____
   Primary Telephone Alternative Telephone Fax

7. Licensee Signature _____ Date _____