



**Real Estate Board**  
**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.**

- Application only for use by currently licensed Broker in Virginia.
- Associate Broker must return Individual license.
- Sole Proprietor/Principal Broker must return the Individual license, and the Firm license as well as any individual(s) licenses affiliated with the firm (if applicable).

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 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.

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) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6. Applicant's Contact Numbers \_\_\_\_\_  
Primary Telephone Alternative Telephone Fax

7. Applicant's E-mail Address \_\_\_\_\_  
Email address is considered a public record and will be disclosed upon request from a third party.

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

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

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

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

No  If no, skip to questions eleven (#11) and 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

\_\_\_\_\_

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

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D. Firm/Sole Proprietor's Mailing Address \_\_\_\_\_

\_\_\_\_\_ City State Zip Code

E. Firm/Sole Proprietor's E-mail Address \_\_\_\_\_

F. Firm/Sole Proprietor's Contact Numbers

\_\_\_\_\_ Telephone Alternative Fax

G. Firm/Sole Proprietors Principal Broker's Name:

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

H. Principal Broker Virginia Real Estate License Number: 

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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, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

12. A. Have you ever 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 there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes  If yes, list the misdemeanor conviction(s). Attach your *original criminal history record*\* and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes  If yes, list the felony conviction(s). Attach your *original criminal history record*\* and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

\* *Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must obtain a complete criminal history record by obtaining a request form from the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472 or by contacting your local State Police Division. The address is available from your local police department.*

13. Have you ever violated the fair housing laws of any jurisdiction?

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. I, the undersigned, certify that 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. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Signature \_\_\_\_\_ Date \_\_\_\_\_

15. For all applicants who will be affiliated with a current licensed firm/sole proprietorship. Broker's Statement (must 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 in question ten (#10); 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 Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

or

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

Supervising Broker Virginia Real Estate License Number: 

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**Required Additional Documentation:**

- A signed and notarized Agreement for Salesperson Licensure by Exchange form must be provided and will become part of you application after it is signed by the Board Chair. (Form is attached to this application)

**IN THE  
COMMONWEALTH OF VIRGINIA  
REAL ESTATE BOARD**

**AGREEMENT FOR SALESPERSON LICENSURE BY EXCHANGE**

(Board). \_\_\_\_\_ currently holds a broker license issued by the Real Estate Board  
Licensee's name

The Board and \_\_\_\_\_ enter into this Agreement for Salesperson  
Licensee's name  
Licensure by Exchange (Agreement). As a condition of this Agreement , \_\_\_\_\_  
Licensee's name  
acknowledges the following:

By signing and submitting this Agreement, I agree to allow the Board to exchange my broker license to a salesperson license. My current broker license(s) must be returned to the Board and will cease to exist. If I ever choose to become licensed as a broker again, I will be required to pass the current broker examination, submit a new broker license application with the appropriate fee, and provide proof I meet the current education and experience requirements or any other requirements necessary at the time of application.

I understand these requirements and agree to abide by them in consideration of being granted a license as a real estate salesperson by the Board.

This Agreement must be executed by you and submitted to the Board with the Exchange to Salesperson license application.

The effective date of this Agreement shall be the date of execution by the Board.

**SEEN AND AGREED TO:**

\_\_\_\_\_  
Licensee Name Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

\_\_\_\_\_  
Notary Public My commission expires \_\_\_\_\_ .

**SO ORDERED:**

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

**REAL ESTATE BOARD**

\_\_\_\_\_  
Chairman  
Real Estate Board

**COPY TESTE:**

\_\_\_\_\_  
Custodian of Records