Reset Form Print Form

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
CONCURRENT BROKER LICENSE APPLICATION
Fee $195.00

➤ **All applicants must hold a current active broker license when applying for a concurrent license.**

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. 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***
   - ☐ ***Virginia*** Department of Motor Vehicles Control Number

   ☐☐☐ - ☐☐ - ☐☐☐☐
   ☐☐☐☐☐☐☐☐☐
   DO NOT INCLUDE DASHES (1234567890)

   ➢ 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. Date of Birth _____ (Must be at least 18 years of age.)
MM/DD/YYYY

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

6. Applicant 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)

7. Applicant's Contact Numbers
_____ (Primary Telephone) _____ (Alternate Telephone) _____ (Fax)

8. Applicant's E-mail Address
_____
E-mail address is considered a public record and will be disclosed upon request from a third party.

	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
OFFICE USE ONLY			1025		0225	

9. List all 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 ☐ SP ☐ PB ☐		
	AB ☐ SP ☐ PB ☐		
	AB ☐ SP ☐ PB ☐		
	AB ☐ SP ☐ PB ☐		
	AB ☐ SP ☐ PB ☐		
	AB ☐ SP ☐ PB ☐		

10. What type of broker license are you requesting?

Associate Broker ☐
Principal Broker✦ ☐
Sole Proprietorship (Broker-Owned) ☐

✦ If the firm your license will be affiliated with has a **current** Virginia license, you must submit a Firm Principal Broker/Officer Change Form prior to the Board issuing your license.

11. 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 an **assumed/fictitious name** much be registered with the Virginia State Corporation Commission (SCC) pursuant to §59.1-69 of the *Code of Virginia*.

C. Is the Real Estate Firm/Sole Proprietorship listed above a **new** business in Virginia?

No ☐ If yes, and the firm is **not a broker-owned sole proprietorship**, the firm must submit a complete Firm License
Yes ☐ Application prior to the board issuing this license.

D. Firm/Sole Proprietor Virginia Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

E. Firm/Sole Proprietor Mailing Address

_____

City _____ State _____ Zip Code _____

F. Firm/Sole Proprietor Street Address

PHYSICAL ADDRESS REQUIRED
(PO Box not accepted)

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

_____

City _____ State _____ Zip Code _____

G. Firm/Sole Proprietor Contact Numbers

Primary Telephone _____ Alternate Telephone _____ Fax _____

H. Firm/Sole Proprietor E-mail Address

_____

(If this is a new Firm/Sole Proprietorship, the e-mail address must be unique to this entity. It also must be different from the e-mail address listed in question #7.)

I. Firm/Sole Proprietor Principal Broker's Name

Last | First | Middle | Generation

J. Principal Broker's Virginia Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

12. If you are going to be an Associate Broker, will you be affiliating with a Branch Office of the firm listed above?

No ☐ If no, go to Question #13.

Yes ☐ If yes, provide the following Branch Office information:

A. Branch Office Virginia Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

B. Branch Office Mailing Address

City | State | Zip Code

C. Branch Office Contact Numbers

Primary Telephone | Alternate Telephone | Fax

D. Branch Office Supervising Broker's Name

Last | First | Middle | Generation

E. Branch Supervising Broker's VA Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

13. 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.

14. 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**?

No ☐

Yes ☐ If yes, complete a Real Estate 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 fraudulent or dishonest acts, sexual offense, non-marijuana drug distribution, or battery within five years of the date of this application?

No ☐

Yes ☐ If yes, complete a Real Estate Criminal Conviction Reporting Form.

15. 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.

16. By signing this application, I certify the following statements:

- 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 _____

17. **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 *broker* 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.* I affirm I have reviewed the application as well as the answers provided by the applicant and the application is complete.

Principal or Supervising Broker's Signature _____ Date _____

Principal Broker ☐
Supervising Broker ☐

Broker's Virginia Real Estate License Number | | | | | | | | | | |
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ATTACHMENTS: (Check the attachments included with this application)

- ☐ If applying to become a Principal Broker of an existing firm, a completed Firm Principal Broker/Officer Change Form is required. (See Question #10)
- ☐ If the new firm is one of the following: Corporation, Limited Liability Company, Limited Partnership, Sole Proprietorship (non-broker owned), General Partnership, or Association, a completed Firm License Application is required. (See Question #11.C)
- ☐ Disciplinary Action Report Form(s) and all attachments. (See Question #13)
- ☐ Criminal Conviction Reporting Form(s) and all attachments. (see Question #14)

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CONCURRENT BROKER ACKNOWLEDGEMENT FORM

To be completed by the principal broker of each real estate firm at which the applicant ***currently*** serves as an ASSOCIATE BROKER. This form is not required from firms at which the applicant currently serves as a PRINCIPAL BROKER.

1. Associate Broker _____ (Last) _____ (First) _____ (Middle) _____ (Generation)
2. Associate Broker's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐ DO NOT INCLUDE DASHES (1234567890)
3. Current Firm/Sole Proprietorship's Name _____
4. Trade, "Doing Business As" (DBA) or Fictitious Name _____
5. Firm/Sole Proprietorship's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐ DO NOT INCLUDE DASHES (1234567890)
6. Firm/Sole Proprietor's Mailing Address (PO Box accepted) _____
   _____ (City) _____ (State) _____ (Zip Code)
7. Firm/Sole Proprietorship's Contact Numbers _____ (Primary Telephone) _____ (Alternate Telephone) _____ (Fax)
8. Firm/Sole Proprietorship's E-mail Address _____
9. Firm/Sole Proprietor's Principal Broker's Name
   _____ (Last) _____ (First) _____ (Middle) _____ (Generation)
10. Firm's Principal Broker/Sole Proprietors Real Estate License Number ☐☐☐☐☐☐☐☐☐☐ DO NOT INCLUDE DASHES (1234567890)
11. Broker's Statement (must be completed by the broker who is responsible for the applicant's current real estate activities.)

    I, _____ hereby acknowledge that I have received written notice of
    Print Name of Principal Broker/Sole Proprietor

    _____ application for concurrent licensure and affiliation as an
    Name of Associate Broker listed in Question #1

    Associate ☐ Principal ☐ Broker with the following firm:

    New Firm/Sole Proprietorship Name _____

    New Firm/Sole Proprietorship's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐ DO NOT INCLUDE DASHES (1234567890)

    Firm/Sole Proprietor's Mailing Address _____

    _____ (City) _____ (State) _____ (Zip Code)

12. Principal Broker/Sole Proprietor's Signature (signature of person completing this form) _____ Date _____