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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
LICENSE EXCHANGE TO SALESPERSON LICENSE APPLICATION
Fee $120.00

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.

➤ You must hold a current broker license in Virginia in order to use this license application.

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

   ☐☐☐ - ☐☐ - ☐☐☐☐
   ☐☐☐☐☐☐☐☐☐

   ➢ 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. Applicant's Mailing Address (PO Box accepted)
_____
_____ (City) _____ (State) _____ (Zip Code)

5. Applicant's 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)

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

7. Applicant's E-mail Address _____

8. List all **active** and inactive 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 ☐		

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

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

No ☐ If no, skip to question #11. 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 ☐☐☐☐☐☐☐☐☐☐

DO NOT INCLUDE DASHES (1234567890)

D. Firm/Sole Proprietor's Mailing Address _____

_____ _____ _____

City State Zip Code

E. Firm/Sole Proprietor's Street Address ☐ Check here if Street Address is the same as the Mailing Address listed above.

PHYSICAL ADDRESS REQUIRED
(PO Box not accepted)

_____

_____ _____ _____

City State Zip Code

F. Firm/Sole Proprietor's Contact Numbers

_____ _____ _____

Primary Telephone Alternate Telephone Fax

G. Firm/Sole Proprietor's E-mail Address _____

H. Firm/Sole Proprietor's Principal Broker's Name

_____ _____ _____ _____

Last First Middle Generation

I. Principal Broker's Virginia Real Estate License Number ☐☐☐☐☐☐☐☐☐☐

DO NOT INCLUDE DASHES (1234567890)

11. Have you ever been subject to a disciplinary action taken by any regulatory body at the local, state, or national level, in any jurisdiction (including Virginia)?

No ☐

Yes ☐ If yes, complete a Disciplinary Action Reporting Form.

12. 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 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 the past five years?

No ☐

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

13. 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.

14. By signing this application, I certify the following statements (as indicated by **placing my initials** next to each statement):

_____ 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.*

_____ I agree to allow the Real Estate Board to exchange my broker license to a salesperson license. My current broker license(s) 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 must provide proof I meet the current education and experience requirements or any other requirements necessary at the time of application.

Applicant's Signature _____ Date _____

15. **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 *salesperson* 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.*

Principal or Supervising Broker's Signature _____ Date _____

☐ Principal Broker
☐ Supervising Broker

Broker's Virginia Real Estate License Number | | | | | | | | | | |
DO NOT INCLUDE DASHES (1234567890)

ATTACHMENTS: (Check the attachments included with this application)

☐ Disciplinary Action Report and all attachments. (see Question #11)

☐ Criminal Conviction Reporting Form and all attachments. (see Question #12)