Commonwealth of Virginia
Department of Professional and Occupational Regulation
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Richmond, Virginia 23233-1485
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Department of Professional and Occupational Regulation

Real Estate Board
IN-STATE EXPERIENCE VERIFICATION FORM
Experience Obtained in Virginia

- This form must be completed by a principal broker or supervising broker who can attest to the applicant's real estate sales experience during the required time-period.
- Photocopies of this form may be used to accommodate different brokers who have supervised the applicant during the required time-period.
- Please Note: Applicants cannot verify their own experience.

Broker Applicants

18 VAC 135-20-40.2 and 18 VAC 135-20-60.7 of the *Real Estate Board Regulations* require applicants for real estate broker licenses to be actively engaged as a real estate salesperson/broker for a period of 36 of the 48 months immediately preceding their application for licensure.

1. Applicant's Name _____ Last _____ First _____ Middle _____ Generation
2. Provide one of the following identification numbers.
   ☐ Social Security Number or ☐ Virginia DMV Control Number ✳ ☐☐☐ - ☐☐ - ☐☐☐☐

   ✳ 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.

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3. Firm's Name (where experience obtained) _____
4. Firm's Virginia Real Estate License Number: 0 2 2 6 ☐☐☐☐☐☐
5. Firm's Contact Numbers _____ Primary Telephone _____ Alternative Telephone _____ Fax
6. Firm's Principal Broker or Supervising Broker's Name:

   _____ Last _____ First _____ Middle _____ Generation
7. Broker's Statement (must be completed by either the principal or supervising broker who was responsible for the applicant's real estate activities.)

I, _____ (Print Name of Broker), the firm's _____ (Title - Principal or Supervising Broker),

certify that the above-named applicant has/had been employed by, or associated with, the real estate firm listed above; and has been actively engaged (active licensure with the licensed real estate firm or sole proprietorship in performing those activities defined in §54.1-2100 - §54.1-2101 of the Code of Virginia) for an average of at least 40 hours per week. I also certify that I have direct knowledge of the applicant's activities.

_____ (Number of Months) months from _____ (MM/DD/YYYY) to _____ (MM/DD/YYYY) (Complete for each active period)

Principal Broker's Signature _____ Date _____

Virginia Real Estate License Number: 0 2 2 5 ☐☐☐☐☐☐

or

Supervising Broker's Signature _____ Date _____

Virginia Real Estate License Number: 0 2 2 5 ☐☐☐☐☐☐