

Real Estate Board
BUSINESS ENTITY LICENSE TRANSFER APPLICATION
Fee \$90.00

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.

⇒ All licensed members of the business entity must be affiliated with the same firm as the business entity.

The Business Entity license must be current.

1. Business Entity Name _____

2. Business Entity Trade, "Doing Business As" (DBA) or Fictitious Name

3. Business Entity Real Estate License Number
DO NOT INCLUDE DASHES (1234567890)

4. Business Entity Contact Numbers

Primary Telephone Alternate Telephone

5. Business Entity E-mail Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

6. Firm/Sole Proprietorship Information with whom your license will be active:

A. Name

B. Trade, "Doing Business As" (DBA) or Fictitious Name

C. Virginia Real Estate License Number:
DO NOT INCLUDE DASHES (1234567890)

D. Mailing Address

City State Zip Code

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

F. Contact Numbers

Telephone Alternative

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

Last First Middle Generation

BOARD USE ONLY	SCC NO.		ISSUE DATE	ACTIVE No <input type="checkbox"/> Yes <input type="checkbox"/>	TRADE NAME REGISTERED No <input type="checkbox"/> Yes <input type="checkbox"/>	DATE
	DATE	FEE	TRANS CODE 5020	ENTITY #	FILE #/LICENSE # 0226	ISSUE DATE

H. Principal Broker's Virginia Real Estate License Number:

DO NOT INCLUDE DASHES (1234567890)

7. Will this Business Entity operate as a "team" as defined in [§54.1-2100](#)? (See definition below)

No ☐

Yes ☐

➤ [§54.1-2100](#) - "Real estate team" means two or more individuals, one or more of whom is a real estate salesperson or broker, who (i) work together as a unit within the same brokerage firm, (ii) represent themselves to the public as working together as one unit, **and** (iii) designate themselves by a fictitious name.

8. **ONLY** provide the following information for **each licensed individual or entity** who will be **paid a commission** or who is a **licensed member of the team** through the business entity named on this application:

➤ If additional space is needed to complete all required information/signatures, photocopy this sheet.

VA Real Estate License Number	Name	License Type (Salesperson, Broker or Entity)	Signature*

* By signing this application I/we, the undersigned, certify that the foregoing statements and answers are true, and I/we have not suppressed any information that might affect the Board's decision to approve this application. I also certify that I/we 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 *Real Estate Board Regulations*.

9. Principal Broker's Statement

By signing this application I/we, the undersigned, certify that the foregoing statements and answers are true, and I/we have not suppressed any information that might affect the Board's decision to approve this application. I also certify that I/we 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 *Real Estate Board Regulations*.

I, the firm's Principal Broker or Supervising Broker, hereby acknowledge that the licensee(s) named on this application for a Business Entity License is affiliated with my firm as a real estate agent.

Principal Broker's Signature _____ Date _____

Supervising Broker's* Signature _____ Date _____

Supervising Broker's VA Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

* If the Supervising Broker listed above is an individual receiving a commission through the Business Entity or a member of the team, the Principal Broker must sign this application.