

Real Estate Board
BRANCH OFFICE - ADDRESS CHANGE FORM
No Fee Required

➤ You must attach the **current** Branch Office license before this NEW request can be processed.

1. Firm's Name _____
2. Trade, "Doing Business As" (DBA) or Fictitious Name(s): (If applicable)

3. **Firm's** Federal Employer Identification Number: _____ -
4. **Firm's** Virginia Real Estate License Number: _____
5. **Firm's** Mailing Address _____
(PO Box accepted)

City _____ State _____ Zip Code _____
6. **Firm's** Contact Numbers _____
Primary Telephone _____ Alternate Telephone _____ Fax _____
7. **Firm's** Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.
8. **Firm's** Principal Broker Name: _____
Last _____ First _____ Middle _____ Generation _____
9. **Firm's** Virginia Principal Broker Real Estate License Number: _____
10. **Branch Office - New** Information:
 - A. Branch Office's Virginia Real Estate License Number: _____
 - B. Branch Office - **New** Mailing Address **ADDRESS MUST BE DIFFERENT FROM THE FIRM ADDRESS**
(PO Box accepted)

City _____ State _____ Zip Code _____
 - C. Branch Office - **New** Street Address **ADDRESS MUST BE DIFFERENT FROM THE FIRM ADDRESS**
(PO Box not accepted)
PHYSICAL ADDRESS REQUIRED
☐ Check here if Street Address is the same as the Mailing Address listed above.

City _____ State _____ Zip Code _____
 - D. **Branch Office's** Contact Numbers _____
Telephone _____ Alternative _____

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

- 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, certification, or registration.
- I authorize the 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 or requested by the Department.
- 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*.

Principal Broker's Signature _____ Date _____

Required Attachments: You must attach the current Branch Office (paper) license before this NEW request will be processed.

Staple Original Branch Office License Here
NO COPIES