

**Real Estate Board**  
**BRANCH OFFICE - SUPERVISING BROKER CHANGE FORM**  
**No Fee Required**

The Branch Office license must be returned in order to process the change. Do not return the Principle Broker license.

1. Firm/Sole Proprietorship Name \_\_\_\_\_
2. Trade, "Doing Business As" (DBA) or Fictitious Name \_\_\_\_\_
3. Firm's Virginia Real Estate License Number: 

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)
4. Firm/Sole Proprietor's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  

City
State
Zip Code
5. Firm's E-mail Address \_\_\_\_\_
6. Firm's Contact Numbers \_\_\_\_\_  

Telephone
Facsimile
7. Firm's Principal Broker Name:  

Last
First
Middle
Generation
8. Firm's Principal Broker Virginia Real Estate License Number: 

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)
9. Branch Office's Virginia Real Estate License Number: 

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)
10. Branch Office's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  

City
State
Zip Code
11. Branch Office's E-mail Address \_\_\_\_\_
12. Branch Office's Contact Numbers \_\_\_\_\_  

Telephone
Facsimile
13. Branch Office - Complete the following information:
  - Branch Office's current Supervising Broker Name:  

Last
First
Middle
Generation
  - Current Supervising Broker's Virginia Real Estate License Number: 

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)
  - Branch Office's new Supervising Broker Name:  

Last
First
Middle
Generation
  - New Supervising Broker's Virginia Real Estate License Number: 

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the firm's or my license status.

Principal Broker's Signature	_____	Date	_____
New Supervising Broker's Signature	_____	Date	_____
Signature of Individual listed in #13.C.			