

Real Estate Board
PLACE LICENSE INACTIVE APPLICATION

To place a salesperson or associate broker's license on **inactive status**,
please complete this form and return with your license attached.

If the License is not attached, staff will send a letter to the principal broker requesting the license be returned.

1. Legal Name _____
Last First Middle Generation

2. Provide one of the following identification numbers.

☐ Social Security Number or ☐ Virginia DMV Control Number*

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Note - you must use the same number as used on previous application on file with DPOR.

* 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.

3. Individual's Virginia Real Estate License Number:

0	2	2	5						
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4. Mailing Address (PO Box accepted) _____

City _____ State _____ Zip Code _____

5. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

City _____ State _____ Zip Code _____

If address is different on record, staff will change address information.

6. Contact Numbers _____
Primary Telephone Alternative Telephone Fax

7. Licensee Signature _____ Date _____