

**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\*    -   -

**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

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 \_\_\_\_\_