

Real Estate Board  
**CONCURRENT BROKER LICENSE APPLICATION**  
Fee \$140.00

All applicants must hold a current license when applying for a concurrent license.

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.**

1. Legal Name \_\_\_\_\_  
Last First Middle Generation

2. Professional Name (if applicable) \_\_\_\_\_  
First or last name of your legal name must be included in your professional name. (i.e. John D., or J. Doe)

3. 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.

4. Date of Birth \_\_\_\_\_  
MM/DD/YYYY

5. Applicant's Mailing Address \_\_\_\_\_  
(PO Box accepted) \_\_\_\_\_

City State Zip Code

6. Applicant's Street Address \_\_\_\_\_  
RESIDENTIAL (PHYSICAL)  
ADDRESS REQUIRED  
(PO Box not accepted) \_\_\_\_\_

City State Zip Code

7. Applicant's E-mail Address \_\_\_\_\_

8. Applicant's Contact Numbers \_\_\_\_\_  
Primary Telephone Alternative Telephone Fax

9. List all Virginia Real Estate Broker licenses that you currently hold:

Broker License Number	Associate (AB), Sole Proprietor (SP) or Principal Broker (PB)	Firm Name & Trade Name	Firm License Number
	AB <input type="checkbox"/> SP <input type="checkbox"/> PB <input type="checkbox"/>		
	AB <input type="checkbox"/> SP <input type="checkbox"/> PB <input type="checkbox"/>		
	AB <input type="checkbox"/> SP <input type="checkbox"/> PB <input type="checkbox"/>		

Office Use Only	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1025		0225	

10. What type of Broker license are you applying for?

☐ Associate Broker    ☐ Principal Broker ~    ☐ Sole Proprietorship (Broker-owned)

~ If the firm your license will be affiliated with has a current Virginia license, you must submit a "Firm Principal Broker/Officer Change Form" prior to the Board issuing your license.

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

A. Firm/Sole Proprietorship Name

B. Trade, "Doing Business As" (DBA) or Fictitious Name <sup>▲</sup>

<sup>▲</sup> All **Sole Proprietorships** with fictitious names must attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted.

C. Is the Real Estate firm/Sole Proprietorship listed above a **new** business in Virginia?

No ☐

Yes ☐ If yes, and the firm/sole proprietorship is **not a broker-owned sole proprietorship**, the firm must submit a complete "Firm License Application" prior to the board issuing this license.

D. Firm/Sole Proprietor's Virginia Real Estate License Number:

0	2	2	6						
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(If applicable)

DO NOT INCLUDE DASHES (1234567890)

E. Firm/Sole Proprietor's Mailing Address

City

State

Zip Code

F. Firm/Sole Proprietor's E-mail Address

G. Firm/Sole Proprietor's Contact Numbers

Telephone

Alternative

Fax

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

Last

First

Middle

Generation

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

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)

12. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury** within the past five years there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the misdemeanor conviction(s). Attach your original criminal history record<sup>\*</sup> and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

- B. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of **any felony** there being no appeal pending therefrom or the time for appeal having elapsed? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the felony conviction(s). Attach your original criminal history record<sup>\*</sup> and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

<sup>\*</sup> *Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must obtain a complete criminal history record by obtaining a request form from the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472 or by contacting your local State Police Division. The address is available from your local police department.*

14. Have you ever violated the fair housing laws of any jurisdiction?

No ☐

Yes ☐ If yes, attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance on your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

15. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of a felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

I further attest that I shall have a good reputation for honesty, truthfulness, and fair dealing, and be competent to transact the business of a real estate broker or a real estate salesperson in such a manner as to safeguard the interests of the public.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

16. For all applicants who will be affiliated with a current licensed firm/sole proprietorship.  
Broker's Statement (must be completed by either the principal or supervising broker with *signatory authority* who will be responsible for the applicant's real estate activities.)

I, \_\_\_\_\_ authorize \_\_\_\_\_  
Print Name of Principal or Supervising Broker Applicant's Name

to apply for a license as a real estate *broker* with the real estate firm listed on this application; and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the Code of Virginia and the Real Estate Board Regulations.

Principal Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

or

Supervising Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Broker Virginia Real Estate License Number:

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**Real Estate Board**  
**CONCURRENT BROKER ACKNOWLEDGMENT FORM**

To be completed by the principal broker of each real estate firm at which the applicant currently serves as an ASSOCIATE BROKER. This form is not required from firms at which the applicant currently serves as a PRINCIPAL BROKER.

1. Associate Broker \_\_\_\_\_  
Last First Middle Generation

2. Associate Broker's Virginia Real Estate License Number: 

0	2	2	5						
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3. Current Firm/Sole Proprietorship's Name \_\_\_\_\_

4. Trade, "Doing Business As" (DBA) or Fictitious Name \_\_\_\_\_

5. Firm/Sole Proprietorship's Virginia Real Estate License Number: 

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DO NOT INCLUDE DASHES (1234567890)

6. Firm/Sole Proprietor's Mailing Address \_\_\_\_\_  
(PO Box accepted) \_\_\_\_\_

City State Zip Code

7. Firm/Sole Proprietorship's E-mail Address \_\_\_\_\_

8. Firm/Sole Proprietorship's Contact Numbers \_\_\_\_\_  
Primary Telephone Alternative Telephone Fax

9. Firm's Principal Broker/Sole Proprietor Name: \_\_\_\_\_

Last First Middle Generation

10. Firm's Principal Broker/Sole Proprietor's Real Estate License Number: 

0	2	2	5						
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11. Broker's Statement (must be completed by the broker who is responsible for the applicant's current real estate activities.)

I, \_\_\_\_\_ hereby acknowledge that I have received written notice of  
Print Name of Principal Broker/Sole Proprietor

\_\_\_\_\_ application for concurrent licensure and affiliation as an  
Name of Associate Broker listed in #1

Associate ☐ Principal ☐ Broker with the following firm:

Firm/Sole Proprietorship's Name \_\_\_\_\_

Firm/Sole Proprietorship's Virginia Real Estate License Number: 

0	2	2	6						
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(If applicable)  
DO NOT INCLUDE DASHES (1234567890)

Mailing Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal Broker/Sole Proprietor's Signature