

**Real Estate Board**  
**BRANCH OFFICE LICENSE APPLICATION**  
**Fee \$190.00**

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. Firm/Sole Proprietorship Information:

A. Firm/Sole Proprietorship Name

B. Trade, "Doing Business As" (DBA) or Fictitious Name

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

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DO NOT INCLUDE DASHES (1234567890)

D. Firm/Sole Proprietor's Mailing Address

City

State

Zip Code

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

F. Firm/Sole Proprietor's Contact Numbers

Telephone

Alternative

Fax

G. Firm's Principal Broker's Name:

Last

First

Middle

Generation

H. Principal Broker Virginia Real Estate License Number:

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DO NOT INCLUDE DASHES (1234567890)

2. Branch Office Street Address

**PHYSICAL ADDRESS REQUIRED**

(PO Box not accepted)

City

State

Zip Code

3. Branch Office Contact Numbers

Primary Telephone

Alternative Telephone

Fax

4. Branch Office Supervising Broker's Name:

Last

First

Middle

Generation

BOARD USE ONLY	SCC		ISSUE DATE	ACTIVE No <input type="checkbox"/> Yes <input type="checkbox"/>	TRADE NAME REGISTERED No <input type="checkbox"/> Yes <input type="checkbox"/>	DATE
	DATE	FEE	TRANS CODE 1022	ENTITY #	FILE #/LICENSE # 0226	ISSUE DATE

5. Branch Office Supervising Broker's Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

6. Has the **Supervising Broker** 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.

7. A. Has the **supervising broker** 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. Has the **supervising broker** 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.*

8. Has the **supervising broker** 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.

9. 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 the supervising broker is subject to any disciplinary action or convicted of a felony or misdemeanor or fair housing violations (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*.

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