

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 9960 Mayland Drive, Suite 400  
 Richmond, Virginia 23233-1485  
 (804) 367-2039  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



**Real Estate Appraiser Board  
 BUSINESS REGISTRATION APPLICATION  
 Fee \$100.00**

**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.**

**The Real Estate Appraiser Board Regulations require all business entities seeking to provide appraisal services shall register with the Real Estate Appraiser Board. All businesses, including sole proprietorships trading under a fictitious name, are required to register.**

1. Business/Sole Proprietor's Name \_\_\_\_\_
2. Trade (or Fictitious) Name \_\_\_\_\_
3. Federal Employer Identification Number   -
- Sole Proprietor's Social Security No. \*     -   -
4. Street Address (PO Box not accepted) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
5. Mailing Address (PO Box accepted) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
6. E-mail Address \_\_\_\_\_
7. Telephone & Facsimile Numbers ( ) - ( ) -  
 Telephone Facsimile
8. Type of business (check only **one**)
 

Sole Proprietorship	<input type="checkbox"/>
General Partnership	<input type="checkbox"/>
Limited Partnership ♦	<input type="checkbox"/>
Association	<input type="checkbox"/>
Limited Liability Company ♦	<input type="checkbox"/>
Corporation ♦	<input type="checkbox"/>

♦ Limited Partnerships, Limited Liability Companies and Corporations must register their business/trade name(s) with the Virginia State Corporation Commission. For additional information, contact the SCC at (804) 371-9733.

<i>Licensing section use only:</i>	SCC Registration No.	Issue Date	Active? Y N
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OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	4008	LICENSE NUMBER	ISSUE DATE
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9. Is the appraiser business authorized (in accordance with the laws of the Commonwealth of Virginia) to conduct business in Virginia?

Yes

No  If no, this application cannot be processed.

**☞ All companies and corporations must provide a copy of their Certificate of Incorporation issued by the State Corporation Commission.**

**☞ Out-of-state business entities must include a copy of the Certificate of Authority issued by the State Corporation Commission**

**☞ Partnerships must attach a copy of their certificate of partnership issued by the Virginia State Corporation Commission (SCC).**

**☞ Business entities trading under fictitious names must attach a copy of the certificate filed with the clerk of the court in the locality where business will be conducted.**

10. Enter the name and title of a principal member of your business management (a registered agent, the sole proprietor of a sole proprietorship, a partner of your partnership, an officer or director of an association, a manager of your limited liability company, or an officer of your corporation).

First	Middle	Last	Gen (SR, JR, etc.)	Title
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11. Manager's Address (PO Box accepted) \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

12. 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.

Manager's Signature \_\_\_\_\_  
(Individual named in #10)

Date \_\_\_\_\_

\* 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.