

Real Estate Board
PROPRIETARY SCHOOL CERTIFICATION 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. Business Entity/Sole Proprietor Name _____
2. Trade, "Doing Business As" (DBA) or Fictitious Name [▲] _____
 ▲ All business entities with DBA and Fictitious names must attach a copy of the certificate filed with the Clerk of the Court in the locality where business will be conducted (if required by the locality).
3. Type of business entity (select only **one**)

☐ Sole Proprietorship
☐ Association ♦

☐ Limited Partnership ♦
☐ General Partnership ♦

☐ Limited Liability Company ♦
☐ Corporation ♦

☐ Other, please specify: _____

State Corporation Commission Number: _____

♦ If your business is an **association**, general partnership, **corporation**, **limited liability company**, or **limited partnership**, your business/trade name(s) must be registered with the Virginia State Corporation Commission. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

- 4. Select **one** of the following and provide the information below.
☐ Business Federal Employer Identification Number (FEIN) ♦

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Federal Employer Identification Number (12-3456789)

❖ State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number. *Sole proprietors must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.*

☐ **Sole Proprietor's/Individual's Social Security Number** **or**
☐ Virginia Department of Motor Vehicles Control Number *

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Social Security or Virginia DMV Number (123-45-6789)

* 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.

- 5. Mailing Address (PO Box accepted) _____
 If a mailing address is submitted, the mailing address will be printed on the license.

 City _____ State _____ Zip Code _____
- 6. 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 _____
- 7. Contact Numbers

Primary Telephone

Alternate Telephone

Fax
- 8. Email Address _____
 Email address is considered a public record and will be disclosed upon request from a third party.
- 9. Name and Title of Contact Person _____

| OFFICE USE ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
|-----------------------|------|-----|------------|----------|------------------|------------|
| | | | 1005 | | 0211 | |

10. Type of school (select only **one**)
- ☐ Privately owned school
- ☐ Real estate professional association
- ☐ Other _____
11. Type of courses to be offered (select **all** that apply)
- ☐ Principles & Practice of Real Estate (Salesperson Pre-License Course)
- ☐ Broker Pre-license Courses
- ☐ Continuing Education
- ☐ Post-license Education
12. Method of Instruction (select **all** that apply)
- ☐ Classroom
- ☐ Correspondence
- ☐ On-line
- ☐ Other distance learning, describe _____
13. 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 the school has complied with all the laws of Virginia related to real estate school certification under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Virginia Real Estate Board Regulations*.

Owner's Signature _____ Date _____

Additional Documentation Required

- Evidence of financial responsibility ♦
 - School catalog or bulletin (if one is available)
 - ♦ Evidence of Financial Responsibility
- To ensure that Board-approved education providers meet the financial responsibility requirement pursuant to §54.1-2105.02.A of the *Code of Virginia*, the Board requires every education provider applicant to submit a CPA-certified letter attesting to the applicant's net worth or a balance sheet/financial statement certified to be accurate by the applicant. The applicant's net worth must be a minimum of \$2,000.