

**Real Estate Board  
FIRM - NAME AND/OR ADDRESS CHANGE FORM  
No Fee Required**

➤ After completing this form, if the firm's information provided below (Name, DBA name or address) will appear differently on the revised Real Estate License, the firm must attach ALL original license(s) affiliated with this firm/sole proprietorship (non-broker owned), before this request is processed.

1. Firm Name \_\_\_\_\_

2. Trade, "Doing Business As" (DBA) or Fictitious Name(s): (If applicable) \_\_\_\_\_

3. Firm's Federal Employer Identification Number ❖ - \_\_\_\_\_

❖ State law requires every applicant, *who is not a sole proprietor or solely owned, LLC*; to provide a federal employer identification number.

4. Firm's Virginia Real Estate License Number: \_\_\_\_\_

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

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

6. Firm's Contact Numbers \_\_\_\_\_  
Primary Telephone \_\_\_\_\_ Alternative Telephone \_\_\_\_\_ Fax \_\_\_\_\_

7. Firm's E-mail Address \_\_\_\_\_  
Email address is considered a public record and will be disclosed upon request from a third party.

➤ The email address provided above will be used for the Firm's online profile with DPOR. It can not be used by any other individual license holder or other firms registered with DPOR or the Real Estate Board. The email address provided must be unique to this firm's license.

8. Firm's Principal Broker Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Generation \_\_\_\_\_

9. Firm's Virginia **Principal Broker** Real Estate License Number: \_\_\_\_\_

10. Are you applying to change the firm's **name** and/or **DBA name**?

No

Yes  If yes, provide the following information:

A. Firm's **new** Name: \_\_\_\_\_  
(The **new** name must be registered with the SCC)

B. Is the firm,  **adding** a DBA name?  **changing** the DBA Name? *or*  **removing** a DBA Name?

No

Yes  If yes, provide the new name or the DBA name to be removed:

➤ All **Sole Proprietorships** (non-broker owned) with DBA or Fictitious names must attach a copy of the certificate filed with the Clerk of the Commission.

➤ All DBA names must be registered with the State Corporation Commission.

11. Are you applying to change to firm's **address**?

No

Yes  If yes, provide the following information:

A. **New Mailing Address**  
(PO Box accepted)

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

B. **New Street Address**  
(PO Box not accepted)  
**PHYSICAL ADDRESS REQUIRED**

Check here if Street Address is the same as the Mailing Address listed above.

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

C. Firm's Contact Numbers

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Alternative

\_\_\_\_\_  
Fax

12. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration.
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the Department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 21, of the *Code of Virginia* and the *Virginia Real Estate Regulations*.
- During the time period when this request is being processed, a Licensee or an Applicant with your firm may have a pending application in our licensing system. If you receive a license from DPOR with incorrect information (i.e. Firm's name and/or address), it is **solely** the responsibility of the Principal Broker to destroy such license(s).

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

**ATTACHMENTS:** Per the questions above, check all attachment(s) that have been included with your application package (if applicable).

- If you are a **sole proprietor** (non-broker owned), please submit a copy of the "Change of Firm Name" papers filed with the State Corporation Commission (SCC).
- Attach all license(s) affiliated with this firm, sole proprietorship (non-broker owned) if the firm's Name, DBA name or address has changed and will appear differently on the Real Estate License.

Staple **All Original** License(s) Here  
NO COPIES - if required