



**Real Estate Board**  
**ONLINE APPROVAL - BROKER ACKNOWLEDGEMENT FORM**

➤ This application is only to be used when a Principal/Supervising Broker must approve a DPOR online transaction for a Salesperson transferring his/her license to another place of business and cannot complete this process online.

1. Name of Salesperson *Transferring*:

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Generation \_\_\_\_\_

2. Salesperson's Virginia Real Estate License Number: 0 2 2 5

3. Firm/Sole Proprietorship Name \_\_\_\_\_  
Enter the name of the new place of business (firm/sole proprietorship) for the salesperson.

4. Firm's/Sole Proprietorship Virginia Real Estate License Number: 0 2 2 6

5. 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 to transfer his/her license with the real estate firm listed on this application. I affirm I verified the applicant's license has not expired, I have reviewed the application as well as the answers provided by the applicant and the application is complete. It is my opinion that said licensee is honest, truthful and of good reputation and that he/she is competent to transact the business of a real estate salesperson in such a manner as to safeguard the interest of the public. I certify that I will actively supervise and train the licensee during the period the licensee is under my supervision. Therefore, I hereby assume responsibility effective as of the date below for the above-named licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

I am approving this transfer request.

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

Principal/Supervising Broker Virginia Real Estate License Number: 0 2 2 5

This form may be submitted to the Virginia Real Estate Board via email at [reonlineapproval@dpor.virginia.gov](mailto:reonlineapproval@dpor.virginia.gov) or by fax at 866-826-8863.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			3020		0225	