



**Real Estate Board  
 BUSINESS ENTITY CHANGE APPLICATION  
 (Member Change, Name Change, or Status Change)  
 No Fee Required**

1. **Current** Business Entity Name \_\_\_\_\_

2. **Current** Trade, "Doing Business As" (DBA) or Fictitious Name  
 \_\_\_\_\_

3. **Business Entity** Real Estate License Number:

DO NOT INCLUDE DASHES (1234567890)

4. Provide **one** of the following identification numbers\* for the **Business Entity**:

Business Federal Employer Identification Number (EIN) \_\_\_\_\_

*Sole Proprietor's/Individual's* Social Security Number and/or \_\_\_\_\_ - \_\_\_\_\_

**Virginia** Department of Motor Vehicles Control Number

➤ Enter the same identification number as used on previous applications or licenses on file with the department.

\* State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

5. Provide the **Business Entity** State Corporation Commission (SCC) Number: \_\_\_\_\_

6. **Business Entity** Email Address \_\_\_\_\_  
Email address is considered a public record and will be disclosed upon request from a third party.

7. **Business Entity** Contact Person: \_\_\_\_\_  
 Contact Numbers: \_\_\_\_\_

Telephone

Alternative

8. **Firm/Sole Proprietorship** Information with whom the Business Entity license is **active**:

A. Name  
 \_\_\_\_\_

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

C. Virginia Real Estate License Number  
DO NOT INCLUDE DASHES (1234567890)

D. Mailing Address  
(this will be the Business Entity's Address of Record.) \_\_\_\_\_  
 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

<b>BOARD USE ONLY</b>	SCC NO.	ISSUE DATE	ACTIVE	TRADE NAME REGISTERED	DATE
			No <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	

F. Contact Numbers

\_\_\_\_\_ Telephone \_\_\_\_\_ Alternative \_\_\_\_\_

G. Firm/Sole Proprietor's Principal Broker's Name

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

H. Principal Broker's Virginia Real Estate License Number

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9. Will this Business Entity operate as a "team" as defined in [§54.1-2100](#)? (See definition below)

No

Yes

➤ [§54.1-2100](#) - "Real estate team" means two or more individuals, one or more of whom is a real estate salesperson or broker, who (i) work together as a unit within the same brokerage firm, (ii) represent themselves to the public as working together as one unit, **and** (iii) designate themselves by a fictitious name.

10. Provide **only** the following information for **each licensed individual or entity** who will be **added** to the Business Entity and **paid a commission** or who will be **added** as a licensed member of the **team** through the business entity named on this application:

➤ If additional space is needed to complete all required information/signatures, photocopy this sheet.

VA Real Estate License Number	Name	License Type (Salesperson, Broker, Entity)	Signature*

\* By signing this application I/we, the undersigned, certify that the foregoing statements and answers are true, and I/we have not suppressed any information that might affect the Board's decision to approve this application. I also certify that I/we understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Real Estate Board Regulations*.

11. Provide the following information for **each licensed individual or entity** who will be **removed** and **not** receive a commission from this business entity or who will be removed from the business entity **team**:

➤ If additional space is needed, photocopy this sheet.

VA Real Estate License Number	Name

VA Real Estate License Number	Name

12. Are you applying to change the **Business Entity** name and/or Assumed or Fictitious name?

No

Yes\*  If yes, provide the following information **and** return the original Business Entity **License** with this application.

A. **New Name:**

\_\_\_\_\_

B. Assumed or Fictitious Name(s) <sup>▲</sup>  Add  Change  Delete

\_\_\_\_\_

<sup>▲</sup> If an **assumed/fictitious name** is being **added** or **changed**, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to [§59.1-69](#) of the *Code of Virginia* must be attached to this application.

13. Principal Broker's Statement

I, the firm's Principal Broker or Supervising Broker, hereby acknowledge that the licensee(s) named on this application for a Business Entity License is affiliated with my firm as a real estate agent.

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

**or** Supervising Broker's\* Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Broker's VA Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

\* If the Supervising Broker listed above has been added, removed, or is a member of the business entity being changed, the Principal Broker **must** sign this form.