Commonwealth of Virginia Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400 Richmond, Virginia 23233-1485 (804) 367-2406 www.dpor.virginia.gov



## Real Estate Board PROPRIETARY SCHOOL CERTIFICATION APPLICATION Fee \$190.00

## A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, or a completed <u>credit card insert</u> must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

1.	Business Entity/Sole Proprietor Name A sole proprietor should enter his/her full legal name and the company name should be entered below as the assumed/fictitious name. All names must be the same as displayed on government issued ID or organization/business documents.										
2.	Assumed or Fictitious Name										
		If an <b>assumed/fictitious name</b> is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to <u>§59.1-69</u> of the Code of Virginia must be attached to this application.									
3.	A. Type of business entity (select only one)										
	Sole Proprietorship General Partnership Solely Owned LLC Corporation										
	Limited Partnership										
		sociation, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or I Limited Liability Company.									
	B. State Co	prporation Com	mission (SCC	C) Number: (If applicable)				ible)			
	All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virg partnership, limited liability company or corporation shall conduct or transact business in this Commonwealth under fictitious name unless register with the Virginia SCC. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.									Virginia under ar	. No person,
4.	Provide <b>one</b> of the following identification numbers:										
	Business Federal Employer Identification Number (EIN)										
		prietor's/Individu		-	l/or		-		-		
	☐ <u>Virginia</u> Department of Motor Vehicles Control Number ★										
	<ul> <li>Enter the same identification number as used on previous applications or licenses on file with the department.</li> <li>State law requires every applicant, who is not a sole proprietor or solely owned LLC, to provide a federal employer identific solely owned LLC who do not have a FEIN must provide a social security number or a control number issued by the Virginia</li> </ul>										
5.	Mailing Address (PO Box accepted)										
0.	The mail	ing address will be	. ,								
	printed	d on the license.		City State 2					Zip Code		
6.	Street Addres	s (PO Box not	accepted)	Check here if Street Address is the <u>same</u> as the Mailing Address listed above.							
	PHYSIC	AL ADDRESS REG	QUIRED								
				City					State		Zip Code
OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #			ŧ			ISSUE DATE
			1005								
100-02		ļ	1	-	ļ				Roal Fe	tate Bor	

7.	Contact Numbers	Primary Telephon		terrete Telephone			
8.	Email Address			ternate Telephone			
		Email address	is considered a public record	and will be disclosed upon request from a third	party.		
9.	Name and Title of Co	ntact Person					
10.	Type of school (select	t only <u>one</u> )					
	Privately owned school						
	<ul> <li>Real estate professional association</li> <li>Other</li> </ul>						
11.	Type of courses to be offered (select <u>all</u> that apply)						
	Principles & Pra	actice of Real Estate	(Salesperson Pre-Licer	nse Course)			
	Broker Pre-lice		X I	,			
	Continuing Edu	ication					
	Post-license Ec						
12.	Method of Instruction (select <u>all</u> that apply)						
	Classroom						
	Correspondenc	e					
	□ On-line						
	<ul> <li>Other distance learning, describe</li> </ul>						
13. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppresent information that might affect the Board's decision to approve this application. I certify that the school has with all the laws of Virginia related to real estate school certification under the provisions of Title 54.1, Char 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 CPAcertified 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.