Commonwealth of Virginia Department of Professional and Occupational Regulation 9960 Mayland Drive, Suite 400 Richmond, Virginia 23233-1485 (804) 367-8526 www.dpor.virginia.gov



Real Estate Board BUSINESS ENTITY LICENSE/REINSTATEMENT APPLICATION

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.

Select one the of following:

х	Method of Licensure	Fee	Trans	
	Initial/New Business Entity	\$210.00	1021	
	Reinstatement of an Expired Business Entity	\$195.00	4020	

- 1. Has this **Business** ever held a license with the Virginia Real Estate Board?
 - No 🗌

Yes

- If yes, provide the license number and expiration date.
 - VA License Number

Expiration Date*

(If applicable)

- A Business Entity and Firm <u>cannot</u> operate as one business. Each must register with the SCC and hold a separate license.
- * If the business entity has been expired for more than 1 year, a new business entity license is required.

2. 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.

3. Assumed or Fictitious Name

- If an assumed/fictitious name is to be used, 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.
- 4. A. Type of business entity (select only one)

Sole Proprietorship General Partnership	Solely Owned LLC	Corporation
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Limited Partnership
Limited Liability Company
Other, please specify:
Other: Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.

- B. State Corporation Commission (SCC) Number:
- All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized as a business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No *person, partnership, limited liability company or corporation* shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless register with the Virginia SCC.

For additional information, contact the SCC at <u>www.scc.virginia.gov</u> or by phone at (804) 371-9733.

BOARD USE ONLY	SCC	NO.	ISSUE DATE	ACTIVE No Yes	TRADE NA No Yes		DATE		
OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY	#	0226	FILE #/LICENSE	#	ISSUE DATE
A490.0226BELIC.vc8 Real Estate Board/BUS ENT LIC REIN A									

5. Provide <u>one</u> of the following identification numbers	*:
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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.

6. Contact Numbers

> Primary Telephone Alternate Telephone

. . .

7. Email 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 your Business Entity's online profile with DPOR. It can not be used by any other individual license holder or other businesses registered with DPOR or the Real Estate Board. The email address provided must be unique to this Business Entity's license.
- Firm/Sole Proprietorship Information with whom your license will be active: 8.
 - Α. Name
 - Assumed or Fictitious Name Β.
 - C. Virginia Real Estate License Number
 - D. Mailing Address

 - Email Address Ε.
 - F. Contact Numbers Telephone

City

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

	Last	First	Middle
H.	Principal Broker's/Sole Proprietor	's Virginia Real Estate License N	0.

DO NOT INCLUDE DASHES (1234567890)

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State

Alternative

Zip Code

Generation

- 9. Will this Business Entity operate as a "team" as defined in <u>\$54.1-2100</u>? (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. **ONLY** provide the following information for <u>each licensed individual or entity</u> who will be <u>paid a commission</u> or who is a <u>licensed member of the team</u> through the business entity named on this application:

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

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

- * 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. 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.

Principal Broker's Signature	Date
<u>or</u>	
Supervising Broker's* Signature	Date
Supervising Broker Virginia Real Estate License Number:	
	DO NOT INCLUDE DASHES (1234567890)

* If the Supervising Broker listed above is an individual receiving a commission through the Business Entity or a member of the team, the Principal Broker must sign this application.