1. **Current** Business Entity Name

2. **Current** Trade, “Doing Business As” (DBA) or Fictitious Name

3. **Business Entity** Real Estate License Number: 0226

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
   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.
F. Contact Numbers

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

Last  
First  
Middle  
Generation

H. Principal Broker's Virginia Real Estate License Number

0225

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.

<table>
<thead>
<tr>
<th>VA Real Estate License Number</th>
<th>Name</th>
<th>License Type (Salesperson, Broker, Entity)</th>
<th>Signature*</th>
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* 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:

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<th>VA Real Estate License Number</th>
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<th>VA Real Estate License Number</th>
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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) ☒ Add ☐ Change ☒ Delete

   * 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 0225 _____________

   * 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.