BUSINESS ENTITY LICENSE/REINSTATEMENT APPLICATION

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

Select one of the following:

<table>
<thead>
<tr>
<th>Method of Licensure</th>
<th>Fee</th>
<th>Trans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial/New Business Entity</td>
<td>$210.00</td>
<td>1021</td>
</tr>
<tr>
<td>Reinstatement of an Expired Business Entity</td>
<td>$195.00</td>
<td>4020</td>
</tr>
</tbody>
</table>

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*
     - * A Business Entity and Firm cannot 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 Name  

3. Business Entity Trade, “Doing Business As” (DBA) or Fictitious Name ▲

▲ All business entities with DBA or Fictitious names must register their names with the State Corporation Commission (SCC). All Sole Proprietorship with DBA or Fictitious names must attach a copy of the certificate filed with the Clerk of the Court from the locality where the business will be conducted.

4. A. Type of business (select only one)
   - □ Sole Proprietorship
   - □ General Partnership*
   - □ Solely Owned LLC* □ Other, please specify:
   - □ Limited Liability Company*
   - □ Limited Partnership* □ Corporation*


   B. State Corporation Commission Number: (Not applicable for Sole Proprietors)

   ♦ If the business entity is a corporation, limited liability company, or limited partnership, the business entity name and trade name(s) must be registered with the Virginia State Corporation Commission (including all out-of-state businesses). All business entities shall be organized as a business under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

   ♦ General Partnership must attach a copy of the certificate filed with the Clerk of the Court in the locality where the business will be conducted or a copy of the certificate filed at the State Corporation Commission (SCC).
5. Provide **one** of the following identification numbers*

- Federal Employer Identification Number (FEIN)
- Social Security Number or
- Virginia Department of Motor Vehicles Control Number

- Enter the same identification number as used on previous applications or licenses on file with the Board.
- 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

<table>
<thead>
<tr>
<th>Primary Telephone</th>
<th>Alternate Telephone</th>
<th>Fax</th>
</tr>
</thead>
</table>

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.

8. **Firm/ Sole Proprietorship** Information with whom your license will be **active**

   A. Name

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

   C. Virginia Real Estate License Number

   D. Mailing Address

   - City
   - State
   - Zip Code

   E. E-mail Address

   F. Contact Numbers

   - Telephone
   - Alternative
   - Fax

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

   - Last
   - First
   - Middle
   - Generation

   H. Principal Broker's/Sole Proprietor's Virginia Real Estate License No.

   - Do not include dashes (1234567890)

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. **ONLY** provide the following information for each licensed individual or entity who will be paid a commission or who is 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 or Entity)</th>
<th>Signature*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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 __________

or

Supervising Broker's* Signature ___________________________ Date __________

Supervising Broker Virginia Real Estate License Number: 0225

* 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.