To place a salesperson or associate broker's license on inactive status, complete and return this form. To place your license on immediate inactive status, log into your online profile and complete the Inactivate Application. If the license is not attached to this form when returned to the Board, staff will send a letter to the principal broker requesting the license be returned.

1. Legal Name
   Last ___________ First ___________ Middle ___________ Generation ___________

2. What type of license do you have?
   Salesperson ☐
   Associate Broker ☐
   ➢ Principal Brokers and Sole Proprietors must use a different form.

3. Provide at least one of the following identification numbers*:
   ☐ Social Security Number and/or ☐ Virginia Department of Motor Vehicles Control Number
   ➢ Enter the same identification number as used on examination, previous applications or licenses on file with the Department.
   * State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Individual's Virginia Real Estate License Number: 0225
   DO NOT INCLUDE DASHES (1234567890)

5. Applicant's Mailing Address
   (PO Box accepted)

6. Applicant's Street Address
   PHYSICAL ADDRESS REQUIRED
   (PO Box not accepted)
   ☐ Check here if Street Address is the same as the Mailing Address listed above.

7. Contact Numbers
   Primary Telephone ________________________________ Alternate Telephone ________________________________ Fax ________________________________

8. E-mail Address ________________________________

9. Licensee Signature ________________________________ Date ________________________________
   * This form can be submitted by the licensee only and cannot be submitted by a licensee's Principal Broker or Sole Proprietor.