

Real Estate Board
TERMINATION OF BRANCH OFFICE AFFILIATION APPLICATION
Salesperson or Associate Broker

To remove an individual's affiliation with a Branch Office, complete and return this form. The license will remain active with the firm. Inactivating a license is a separate process and requires completion of a different application.

1. Legal Name _____
Last First Middle Generation

2. What type of license do you have?

- Salesperson
- Associate Broker

3. Provide at least **one** of the following identification numbers*:

- Social Security Number **or** _____ - _____ - _____
- Virginia** Department of Motor Vehicles Control Number _____ Social Security or VA DMV Number (123-45-6789)

➤ 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 _____

DO NOT INCLUDE DASHES (1234567890)

5. Branch Office Virginia Real Estate License Number _____

DO NOT INCLUDE DASHES (1234567890)

6. Licensee's Mailing Address _____
 (PO Box accepted)

City _____ State _____ Zip Code _____

7. Licensee's Street Address _____

**RESIDENTIAL (PHYSICAL)
 ADDRESS REQUIRED**
 (PO Box not accepted)

Check here if Street Address is the same as the Mailing Address listed above.

City _____ State _____ Zip Code _____

If address is different on record, staff will change address information.

8. Contact Numbers _____

Primary Telephone _____ Alternate Telephone _____ Fax _____

9. E-mail Address _____

E-mail address is considered a public record and will be disclosed upon request from a third party.

10. Licensee's Signature _____

Date _____

OR

Supervising or Principal Broker's Signature _____

Date _____

Broker's Printed Name _____

Supervising Broker

Principal Broker

Broker's Virginia Real Estate License Number _____

DO NOT INCLUDE DASHES (1234567890)

This form may be submitted to the Virginia Real Estate Board via e-mail at reboard@dpor.virginia.gov or by fax at 866-826-8863.