



**Real Estate Board  
LICENSE INACTIVATE APPLICATION  
Salesperson or Associate Broker**

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:

DO NOT INCLUDE DASHES (1234567890)

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

\_\_\_\_\_

City State Zip Code

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.

\_\_\_\_\_

City State Zip Code

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

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.