



**Real Estate Board
 LICENSE INACTIVATE APPLICATION
 Principal Broker or Sole Proprietor**

1. Are you currently licensed as a:
 - Sole Proprietor** closing your sole proprietorship?
 If yes, your license and all the licenses affiliated with your sole proprietorship must be returned with this form.
 - Principal Broker** closing your firm?
 If yes, your license and all the licenses affiliated with your firm must be returned with this form.
 - Principal Broker not** closing your firm, but inactivating your license?
 If yes, a **Change of Principal Broker Form** must accompany this application along with the current and new principal broker's licenses.

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

Last (required)	First (required)	Middle	Generation
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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
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8. Email Address

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

9. I certify, all information provided on this form is true and accurate. I also certify that I acknowledge that I can not enter into an agreement to be compensated for any real estate services while my license is inactive.

Licensee Signature _____ Date _____