



**Real Estate Board  
 IN-STATE EXPERIENCE VERIFICATION FORM  
 Experience Obtained in Virginia**

- This form must be completed by a **principal broker** or **supervising broker** who can attest to the applicant's real estate sales experience during the required time-period.
- A separate form is required from each principal or supervising broker attesting to the applicant's real estate sales experience during the time-period the licensee worked for the firm listed in Question #3.
- ▶ Applicants **cannot** verify their own experience.

**Broker Applicants**

18VAC135-20-40.2 and 18VAC135-20-60.7 of the *Real Estate Board Regulations* require applicants for real estate broker licenses to be actively engaged as a real estate salesperson for 36 of the 48 months immediately preceding their application for licensure.

1. Applicant's Name \_\_\_\_\_  
Last First Middle Generation

2. Provide at least **one** of the following identification numbers <sup>\*</sup>:
- 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.

3. Firm Name (where experience obtained) \_\_\_\_\_

4. Firm Virginia Real Estate License Number \_\_\_\_\_  
DO NOT INCLUDE DASHES (1234567890)

5. Firm Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone Fax

6. Firm Principal Broker or Supervising Broker's Name \_\_\_\_\_  
Last First Middle Generation

7. **Broker's Statement** (must be completed by either the principal or supervising broker who was responsible for the applicant's real estate activities)

I, \_\_\_\_\_ the firm's  Principal Broker  
Print Name of Principal or Supervising Broker  Supervising Broker

certify that the above-named applicant has/had been employed by, or associated with the real estate firm listed above; and has been actively engaged (active licensure with the licensed real estate firm or sole proprietorship in performing those activities defined in § 54.1-2100 through § 54.1-2101 of the *Code of Virginia*) for an average of at least 40 hours per week. I also certify that I have direct knowledge of the applicant's activities.

\_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_ (Complete for each active period)  
(Number of Months) (MM/DD/YYYY) (MM/DD/YYYY)

Principal or Supervising Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

Broker's Virginia Real Estate License Number \_\_\_\_\_  
DO NOT INCLUDE DASHES (1234567890)