



**Real Estate Board
 BUSINESS ENTITY CHANGE APPLICATION
 (Member Change, Name Change, or Status Change)
 No Fee Required**

1. **Current** Business Entity Name _____

2. **Current** Business Entity Trade, "Doing Business As" (DBA) or Fictitious Name _____

3. **Business Entity** Real Estate License Number:

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)

4. Provide **one** of the following identification numbers* for the **Business Entity**:

Business Federal Employer Identification Number (EIN)

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Sole Proprietor's/Individual's Social Security Number *and/or*

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Virginia Department of Motor Vehicles Control Number

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➤ Enter the same identification number as used on previous applications or licenses on file with the department.
 * State law requires every applicant, *who is not a sole proprietor or solely owned LLC*, to provide a federal employer identification number. *Sole proprietor or solely owned LLC* who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

5. Provide the **Business Entity** State Corporation Commission (SCC) Number: _____

6. **Business Entity** Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

7. **Business Entity** Contact Numbers: _____
Telephone Alternative

8. **Firm/Sole Proprietorship** Information with whom the Business Entity license is **active**:

A. Name _____

B. Trade, "Doing Business As" (DBA) or Fictitious Name _____

C. Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

D. Mailing Address _____
(this will be the Business Entity's Address of Record.)

APT/Unit # City State Zip Code

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

F. Contact Numbers _____
Telephone Alternative

BOARD USE ONLY	SCC NO.	ISSUE DATE	ACTIVE No <input type="checkbox"/> Yes <input type="checkbox"/>	TRADE NAME REGISTERED No <input type="checkbox"/> Yes <input type="checkbox"/>	DATE
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G. Firm/Sole Proprietor's Principal Broker's Name

Last	First	Middle	Generation
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H. Principal Broker's Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

9. Will this Business Entity operate as a "team" as defined in [§54.1-2100](#)? (See definition below)

- No
 Yes

➤ [§54.1-2100](#) - "Real estate team" means two or more individuals, one or more of whom is a real estate salesperson or broker, who (i) work together as a unit within the same brokerage firm, (ii) represent themselves to the public as working together as one unit, **and** (iii) designate themselves by a fictitious name.

10. Provide **only** the following information for **each licensed individual or entity** who will be **added** to the Business Entity and **paid a commission** or who will be **added** as a licensed member of the **team** through the business entity named on this application:

➤ **All licensed members of the business entity** must be affiliated with the same firm as the business entity

VA Real Estate License Number	Name	License Type (Salesperson, Broker, Entity)	Signature*

* By signing this application I/we, the undersigned, certify that the foregoing statements and answers are true, and I/we have not suppressed any information that might affect the Board's decision to approve this application. I also certify that I/we understand, and have complied with, all the laws of Virginia related to real estate licensure under the provisions of Title 54.1, Chapter 21 of the *Code of Virginia* and the *Real Estate Board Regulations*.

11. Provide the following information for **each licensed individual** or **entity** who will be **removed** and **not** receive a commission from this business entity or who will be removed from the business entity **team**:

VA Real Estate License Number	Name

VA Real Estate License Number	Name

12. Are you applying to change the **Business Entity** name and/or Assumed or Fictitious name?

No

Yes* If yes, provide the following information:

A. **New Name:**

B. Assumed or Fictitious Name(s) [▲] Add Change Delete

[▲] All **sole proprietorships** with an **assumed/fictitious name** must be registered with the Virginia State Corporation Commission (SCC) pursuant to [§59.1-69](#) of the *Code of Virginia*.

13. Principal Broker's Statement

I, the firm's Principal Broker or Supervising Broker, hereby acknowledge that the licensee(s) named on this application for a Business Entity License is affiliated with my firm as a real estate agent.

Principal Broker's Signature _____ Date _____

or Supervising Broker's* Signature _____ Date _____

Supervising Broker's VA Real Estate License Number

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* If the Supervising Broker listed above has been added, removed, or is a member of the business entity being changed, the Principal Broker **must** sign this form (see question 10 & 11)