



**Real Estate Board**

**BUSINESS ENTITY LICENSE/REINSTATEMENT APPLICATION**

A check or money order payable to the **TREASURER OF VIRGINIA**,  
 or a completed [credit card insert](#) must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

Select one the of following:

x	Method of Licensure	Fee	Trans
<input type="checkbox"/>	<b>Initial/New</b> Business Entity	\$285.00	1021
<input type="checkbox"/>	Reinstatement of an <b>Expired</b> Business Entity	\$295.00	4020

1. Has this **Business** ever held a license with the Virginia Real Estate Board?

No

Yes  If yes, provide the license number and expiration date.

VA License Number 

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 Expiration Date\* \_\_\_\_\_

➤ A Business Entity and Firm cannot operate as one business. Each must register with the SCC and hold a separate license.

\* If the business entity has been expired for more than 1 year, a **new** business entity license is required.

2. Business Entity/Sole Proprietor Name \_\_\_\_\_

➤ A sole proprietor should enter his/her full legal name and the company name should be entered below as the assumed/fictitious name. All names must be the same as displayed on government issued ID or organization/business documents.

3. Assumed or Fictitious Name <sup>^</sup> \_\_\_\_\_

<sup>^</sup> If an **assumed/fictitious name** is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to [§59.1-69](#) of the *Code of Virginia* must be attached to this application.

4. A. Type of business entity (select only **one**)

- Sole Proprietorship     General Partnership     Solely Owned LLC     Corporation  
 Limited Partnership     Limited Liability Company     Other, please specify: \_\_\_\_\_

**Other:** Association, Business Trust, Government Agency, Joint Venture, Limited Liability Partnership, Non Profit, Professional Corporation, or Professional Limited Liability Company.

B. State Corporation Commission (SCC) Number: \_\_\_\_\_ (If applicable)

➤ All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized as a business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No **person, partnership, limited liability company or corporation** shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless register with the Virginia SCC.

For additional information, contact the SCC at [www.scc.virginia.gov](http://www.scc.virginia.gov) or by phone at (804) 371-9733.

BOARD USE ONLY	SCC NO.		ISSUE DATE	ACTIVE	TRADE NAME REGISTERED	DATE
				No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	
OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0226	

5. Provide **one** of the following identification numbers\*:

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.

6. Contact Numbers

_____	_____
Primary Telephone	Alternate Telephone

7. Email Address

\_\_\_\_\_

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

➤ The email address provided above will be used for your Business Entity's online profile with DPOR. It can **not** be used by any other individual license holder or other businesses registered with DPOR or the Real Estate Board. The email address provided must be unique to this Business Entity's license.

8. Firm/Sole Proprietorship Information with whom your license will be **active**:

A. Name

\_\_\_\_\_

B. Assumed or Fictitious Name

\_\_\_\_\_

C. Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

D. Mailing Address

\_\_\_\_\_

_____	_____	_____
City	State	Zip Code

E. Email Address

\_\_\_\_\_

F. Contact Numbers

_____	_____
Telephone	Alternative

G. Firm Principal Broker's Name/Sole Proprietor's Name

_____	_____	_____	_____
Last	First	Middle	Generation

H. Principal Broker's/Sole Proprietor's Virginia Real Estate License No.

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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.

