



Real Estate Board  
**BUSINESS ENTITY LICENSE TRANSFER APPLICATION**  
 Fee \$90.00

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.**

⇒ All licensed members of the business entity must be affiliated with the same firm as the business entity.

The Business Entity license must be current.

1. Business Entity Name \_\_\_\_\_

2. Business Entity Trade, "Doing Business As" (DBA) or Fictitious Name  
 \_\_\_\_\_

3. Business Entity Real Estate License Number  
DO NOT INCLUDE DASHES (1234567890)

4. Business Entity Contact Numbers  
Primary Telephone      Alternate Telephone

5. Business Entity E-mail Address \_\_\_\_\_  
Email address is considered a public record and will be disclosed upon request from a third party.

6. Firm/Sole Proprietorship Information with whom your license will be active:  
 A. Name  
 \_\_\_\_\_

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

C. Virginia Real Estate License Number:  
DO NOT INCLUDE DASHES (1234567890)

D. Mailing Address \_\_\_\_\_  
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

G. Firm/Sole Proprietor's Principal Broker's Name:  
Last      First      Middle      Generation

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	
OFFICE USE ONLY	DATE	FEE	TRANS CODE <b>5020</b>	ENTITY # <b>0226</b>	FILE #/LICENSE #	ISSUE DATE

H. Principal Broker's Virginia Real Estate License Number:

DO NOT INCLUDE DASHES (1234567890)

7. 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.

8. **ONLY** provide the following information for **each licensed individual or entity** who will be **paid a commission** or who is a **licensed member of the team** through the business entity named on this application:

➤ If additional space is needed to complete all required information/signatures, photocopy this sheet.

VA Real Estate License Number	Name	License Type (Salesperson, Broker or 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*.

9. Principal Broker's Statement

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*.

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 \_\_\_\_\_

Supervising Broker's\* Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Broker's VA Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

\* If the Supervising Broker listed above is an individual receiving a commission through the Business Entity or a member of the team, the Principal Broker must sign this application.