

**Real Estate Board
BRANCH OFFICE - ADDRESS CHANGE FORM
No Fee Required**

➤ You must attach the **current** Branch Office license before this NEW request can be processed.

1. Firm's Name _____

2. Trade, "Doing Business As" (DBA) or Fictitious Name(s): (If applicable)

3. Firm's Federal Employer Identification Number: _____ -

4. Firm's Virginia Real Estate License Number: _____

5. Firm's Mailing Address _____
(PO Box accepted)

City State Zip Code

6. Firm's Contact Numbers _____
Primary Telephone Alternate Telephone Fax

7. Firm's Email Address _____
Email address is considered a public record and will be disclosed upon request from a third party.

8. Firm's Principal Broker Name:

Last First Middle Generation

9. Firm's Virginia Principal Broker Real Estate License Number: _____

10. Branch Office - New Information:

A. Branch Office's Virginia Real Estate License Number: _____

B. Branch Office - New Mailing Address **ADDRESS MUST BE DIFFERENT FROM THE FIRM ADDRESS**
(PO Box accepted)

City State Zip Code

C. Branch Office - New Street Address **ADDRESS MUST BE DIFFERENT FROM THE FIRM ADDRESS**
(PO Box not accepted) Check here if Street Address is the same as the Mailing Address listed above.
PHYSICAL ADDRESS REQUIRED

D. Branch Office's Contact Numbers _____
City State Zip Code
Telephone Alternative

11. By signing this application, I certify the following statements:

- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration.
- I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the Department may contact. I also agree to present any credentials or documents required or requested by the Department.
- I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 21, of the *Code of Virginia* and the *Virginia Real Estate Regulations*.

Principal Broker's Signature _____ Date _____

Required Attachments: You must attach the current Branch Office (paper) license before this NEW request will be processed.

Staple Original Branch Office License Here
NO COPIES