



**Real Estate Board  
SUPERVISING BROKER CERTIFICATION FORM  
No Fee Required**

This form must be completed by a Supervising Broker located more than 50 miles from the place of business or the branch office and there are licensees who regularly conduct business assigned to the Branch Office or place of business.

1. Supervising Broker \_\_\_\_\_  
Last First Middle Generation
2. Supervising Broker's Virginia Real Estate License Number \_\_\_\_\_  
DO NOT INCLUDE DASHES (1234567890)
3. Firm Name \_\_\_\_\_
4. Firm Virginia Real Estate License Number \_\_\_\_\_  
DO NOT INCLUDE DASHES (1234567890)
5. Branch Office Virginia Real Estate License Number: \_\_\_\_\_  
DO NOT INCLUDE DASHES (1234567890)
6. Branch Office Street Address \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code
7. Branch Office Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone Fax
8. I, the undersigned, certify that I have complied with the requirements of the Virginia Real Estate Board Regulation 18VAC135-20-165.

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

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

**THIS FORM IS REQUIRED TO BE MAINTAINED BY THE SUPERVISING BROKER AT THE  
BRANCH OFFICE FOR THREE YEARS.  
DO NOT SEND THIS FORM TO THE REAL ESTATE BOARD.**