



**Real Estate Board  
SIGNATURE AUTHORITY FORM  
No Fee Required**

- The Supervising Broker of a branch office associated with a firm automatically has signature authority and is not required to complete this form
- This form is to be completed by the Principal Broker of the firm named in question #3.
- This form gives signature authority to the Associate Broker named in question #1 as long as they hold a current license with the firm named below.

1. Associate Broker Legal Name

\_\_\_\_\_

Last First Middle Generation

2. Associate Broker Virginia Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

3. Firm Name

\_\_\_\_\_

4. Firm Trade Name

\_\_\_\_\_

5. Firm's Mailing Address

\_\_\_\_\_

\_\_\_\_\_

City State Zip Code

6. Firm's Telephone Number

\_\_\_\_\_

Primary Telephone Fax

7. Firm's E-mail Address

\_\_\_\_\_

8. Firm's Virginia Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

9. Firm's Principal Broker

\_\_\_\_\_

Last First Middle Generation

10. Firm Principal Broker's Virginia Real Estate License Number

DO NOT INCLUDE DASHES (1234567890)

11. Associate Broker's Signature

\_\_\_\_\_ Date \_\_\_\_\_

12. **Principal Broker's Statement**

I, the above-named firm's Principal Broker, hereby give signature authority to the above-named Associate Broker that works for the above-named firm. This signature authority privilege will remain on the associate broker's record until the associate broker transfers the license, inactivates the license, or the principal broker submits a request in writing to remove this privilege

Principal Broker's Signature

\_\_\_\_\_ Date \_\_\_\_\_