



**Real Estate Board  
 ACTIVATE/TRANSFER 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 the **one** license action you are requesting.

Action	Fee	<b>×</b>
Activation of <i>individual</i> license	\$ 60.00	<input type="checkbox"/>
Transfer of <i>individual</i> license	\$ 60.00	<input type="checkbox"/>

- Legal Name \_\_\_\_\_  
 \_\_\_\_\_  
 First Middle Last Generation  
 (SR, JR, III)
- Professional Name (if applicable) \_\_\_\_\_  
 Enter professional name to be used along with the legal name entered in #1.  
 (first or last name of your legal name must be included in your professional name)
- Social Security Number \*    -   -
- Date of Birth \_\_\_\_\_
- Home Street Address (no PO Box) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
- Mailing Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
- Telephone & Facsimile Numbers ( ) - ( ) - ( ) -  
 Telephone Facsimile Beeper/Cellular
- Individual's (10-digit) Virginia Real Estate License Number \_\_\_\_\_
- Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?  
 No   
 Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.
- Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a **misdemeanor involving moral turpitude, sexual offense, drug distribution or physical injury or any felony** there being no appeal pending therefrom or the time for appeal having elapsed? Any plea of nolo contendere shall be considered a conviction.  
 No   
 Yes  If yes, list the felony and/or misdemeanor conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.


**See page 3 of this application for information on how to obtain the required police and court records.**

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE
				02	

11. Have you ever violated the fair housing laws of any jurisdiction?  
 No   
 Yes  If yes, list the violation and attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with lawful authority to issue such order, decree, decision or agreement.
12. Do you have any other **active** Virginia Real Estate Broker licenses?  
 No   
 Yes  If yes, please complete the following table

Broker License Number	Associate (AB) or Principal (PB)	Firm Name & Trade Name	Firm License Number
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		
	AB <input type="checkbox"/> * PB <input type="checkbox"/>		

**QUESTIONS #13 THROUGH #18 REFER TO THE NEW FIRM OR SOLE PROPRIETORSHIP WITH WHOM YOU WILL BE AFFILIATED. ALL QUESTIONS MUST BE ANSWERED OR THE APPLICATION WILL NOT BE PROCESSED.**

13. Firm/Sole Proprietorship Name \_\_\_\_\_
14. Trade Name \_\_\_\_\_
15. Firm/Sole Proprietorship Street Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_
16. Firm/Sole Proprietorship E-mail Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_
17. Is the real estate firm listed in #13 a **new** business?  
 Yes  If yes, **and the firm is not a broker-owned sole proprietorship**, the firm must also submit a completed **REAL ESTATE FIRM LICENSE APPLICATION** prior to the Board issuing your broker license. Skip to #19.  
 No  If no, *and you are applying as the new principal broker*, the firm must also submit a completed **CHANGE OF PRINCIPAL BROKER APPLICATION** prior to the Board issuing your broker license.
18. Firm's (10-digit) Virginia Real Estate License Number \_\_\_\_\_ (not required for sole proprietors)
-  If you are applying as a Sole Proprietor trading under a **fictitious** name, you must attach a copy of the certificate filed with the Clerk of the Court in the locality where you will be conducting business.
19. Are you applying to **activate** a license?  
 No  If no, skip to #21.  
 Yes  If yes, see page 3 for requirements.
20. Have you been on inactive license status for more than three years?  
 No   
 Yes  If yes, you are required to meet the current pre-licensing education requirements for salespersons (60 hours) and brokers (180 hours). **Proof of education must be submitted with this application.**
21. Are you applying to **transfer** a license?  
 No   
 Yes
22. What type of license are you requesting? (Select **only** one)  
 Salesperson   
 Associate Broker   
 Principal Broker  If checked, skip to #26.  
 Sole Proprietorship  If checked, skip to #26.
23. Firm/Sole Proprietorship's Principal Broker \_\_\_\_\_  
 First Middle Last Generation

24. Principal Broker's (10-digit) Virginia Real Estate License Number \_\_\_\_\_
25. Broker's Statement (must be completed by either the principal or supervising broker with signatory authority who will be responsible for the applicant's real estate activities)

I, \_\_\_\_\_, authorize \_\_\_\_\_

Print Name of Principal or Supervising Broker      VA (10-digit) Real Estate License No. of Principal or Supervising Broker      Applicant's Name

salesperson

associate broker

to apply for a license as a real estate \_\_\_\_\_ with the real estate firm listed in #14, and I hereby assume responsibility for the licensee pursuant to Title 54.1, Chapter 21, of the *Code of Virginia* and the *Real Estate Board Regulations*.

\_\_\_\_\_  
Signature of Broker

**APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.**

By signing this application, you acknowledge that if you are not a Virginia resident, or move outside of Virginia while you hold a Virginia Real Estate License, you understand that this application serves as a written power of attorney, whereby you appoint the Director of the Department of Professional and Occupational Regulation, and his/her successors in office, to be your true and lawful agent and attorney-in-fact, in your stead, upon whom all legal process against and notice to you may be served and who is hereby authorized to enter an appearance in your behalf in any case or proceedings arising out of the trade or profession practiced; and that by submitting this application you hereby agree that any lawful process against you which is duly served on said agent and attorney-in-fact shall be of the same legal force and validity as if served upon you.

26. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to receiving the requested license. I also certify that I 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 *Virginia Real Estate Board Regulations*.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATIONS AND SIGNATURES MUST BE ORIGINAL. FAXES AND COPIES WILL NOT BE ACCEPTED.**

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

**Instructions on Obtaining Court and Criminal History Records**

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.

Applicants with criminal convictions and/or license disciplinary actions will be considered by the Real Estate Board, which requires an additional two to three months of processing and review time.

**Activation Requirements**

A total of 16 hours of Continuing Education is required to activate a license after 6/30/04. Eight (8) hours in the mandatory topics which include 2 hours in Fair Housing and the remaining 6 hours should include a minimum of 1 hour in each of the following categories: Legal Updates, Real Estate Agency, Real Estate Contracts, and Ethics and Standards of Conduct. The remaining hours may be real estate related or in the specified categories.

Pursuant to Section 54.1-2105(D) of the *Code of Virginia*, if you were initially licensed as a salesperson after December 31, 2003 you must complete 30 hours of post license education. Failure of a new licensee to complete the 30 hour curriculum within 2 years of obtaining a real estate salesperson's license shall result in non-renewal by the Board of such license until the curriculum has been completed.