

# REAL ESTATE BOARD

## FREQUENTLY ASKED QUESTIONS

### **How do I contact the Board office?**

You may reach the Board office by phone at 804-367-8526 or 804-367-8552, by fax at 804-527-4298, or by e-mail at [reboard@dpor.virginia.gov](mailto:reboard@dpor.virginia.gov). Additionally, if you have information that you would like to mail to the Board, please send it to:

Real Estate Board  
Department of Professional and Occupational Regulation  
Perimeter Center, Suite 400  
9960 Mayland Drive  
Richmond, VA 23233

### **When I call the Board office, will I be able to speak directly with a Board member?**

No. The Board members do not work in the Board office. The Board members are practicing professionals with various businesses in Virginia. They come into the Board offices for Board meetings and hearings, but are not here on a daily basis. The Board staff is here for you to contact with any questions you may have; contacting Board members directly is not appropriate. The Board office staff can answer your questions and are trained to process all information that comes into the Board office.

### **What are the qualifications for licensure by exam?**

Salespersons must complete a 60 hour course called “Principles of Real Estate and pass the State and National portions of the salesperson examination. Brokers must complete 180 hour of required broker specific and broker related courses, pass the State and National Portions of the broker examination, and submit verification of experience (actively engaged as a salesperson for 36 out of the 48 months preceding application for licensure).

### **What are the broker education requirements?**

A total of 180 classroom hours of Board approved courses are required. Proof of passing the course and a monitored final examination are required for course approval. You must complete at least three courses from the below-listed broker specific courses. **One of the three must be a 45 classroom hour real estate brokerage course.**

#### **Broker-specific Courses:**

Real Estate Brokerage, Real Estate Law,  
Real Estate Finance, Real Estate Appraisal  
The remaining hours may be broker related courses.

### **Broker-related Courses:**

Real Estate Economics Business Law

Real Estate Investments Property Management

Real Estate Abstracting Urban Developments

Real Estate Feasibility Analysis Commercial Mortgage Lending

Real Estate Math (completed before 12/86) Land Use Planning

GRI (all parts) CRB (all parts)

CCIM (all parts) SIR/SIOR (all parts)

Note: The maximum allowable credit for a single broker-specific course is 60 hours and 45 hours for a single broker-related course. Any principles of real estate course taken to meet the salesperson education requirement **is not acceptable** to meet the broker education requirement.

### **I am licensed in another state and wish to get licensed in Virginia. Can I apply through reciprocity?**

Yes. Applicants for a salesperson's license must pass the State portion of the examination and submit verification of completion of a 60 hour course called "Principles of Real Estate and submit letters of certification from other jurisdictions where licensed. *Also, in order to apply through reciprocity, the salesperson MUST have a current salesperson license in another state.*

Applicants for a broker's license must pass the State portion of the examination, submit verification of experience (actively engaged as a salesperson or broker for 36 out of 48 months preceding application for licensure), submit original transcripts or certified copies of transcripts from the educational institution where the applicant's completed 180 classroom hours of real estate broker pre-licensing courses that meets Virginia's real estate education requirements, and submit letters of certification from other jurisdictions where licensed. *Also, in order to apply through reciprocity, the broker MUST have a current broker license in another state.*

### **How do I apply for the examination?**

Contact the Board's Testing Service, PSI, at 1-800-733-9267.

### **I am licensed in Virginia. I am applying for licensure in another state, but they are requesting verification of my Virginia licensure. What do I need to do?**

Please send a check for \$35 made payable to the Treasurer of Virginia, along with a written request for a letter of certification. You can download a Certification Request form from our website at [www.dpor.virginia.gov/dporweb/reb\\_form.cfm](http://www.dpor.virginia.gov/dporweb/reb_form.cfm). Specify where you would like the certification to be mailed.

### **I need to renew my license, but I have not yet received my renewal form. What do I need to do?**

Send in the renewal fee, make checks payable to the Treasurer of Virginia and include your license number on your check. Please note that if you wish to renew on active status, you must meet the education requirements. If you have had a change of address, include a letter with your new address. Mail this information to the Real Estate Board, Department of Professional & Occupational Regulation, Perimeter Center, Suite 400, 9960 Mayland Drive, Richmond, VA 23233. **You CANNOT continue to practice in Virginia after your license has expired or if your license is on inactive status.**

**My renewal payment was one day late and I have always paid on time, can you waive the late renewal fee?**

No. The Board's regulations permit a 30 day grace period in which a license may be renewed without penalty; therefore, your payment is actually 31 days late. Staff cannot waive the fee. Regulation 18 VAC 135-20-140 B states that if the requirements for renewal of a license, including receipt of the fee by the board, are not complete within 30 days of the expiration date, a reinstatement fee is required. Once your license expires, you no longer have a license to practice Real Estate. The grace period is only a period that gives you 30 days to complete your education and submit your payment.

**If I did not renew my license on time because I did not receive my renewal card, do I still have to pay a late fee or reinstate my license?**

Yes. Regulation 18 VAC 135-20-110 states that failure to receive the renewal notice does not relieve the licensee of the obligation to renew.

**My license is on inactive status. Do I still need to renew?**

Yes, an inactive license must be renewed. The renewal fee is the same, however, an inactive licensee is not required to meet the continuing education requirements. ***\*\*Note all salespersons(active or inactive) who are renewing their license for the first time MUST complete 30 hours of post license education instead of continuing education.\*\****

**Does the Board office use the date of receipt or the postmark date to determine whether or not an application or renewal was received on time?**

The date the application or renewal was *received* in the agency determines whether it is on time, **not the postmark date**. If the renewal fee is received after the due date, you will be required to pay the reinstatement fee. If the reinstatement fee is received after the due date, you will be required to reapply for licensure, meeting all current requirements.

**My address has changed. What do I need to do to notify the Board?**

All address changes must be received by the Board in writing. Individuals must

provide a home address, a P.O. Box is acceptable only with the submittal of a physical home address. Firms must return all licenses along with their request for an address change.

**My name has changed. What do I need to do to notify the Board?**

All name changes must be received by the Board in writing. For a personal name change, you must submit a copy of a marriage certificate, divorce decree, court order, or other documentation which verifies the name change. If you have an active license, your broker must return your license before the name can be changed. All firms requesting a name change must return all licenses to the Board.