



**Real Estate Board**  
**FIRM - NAME AND/OR ADDRESS CHANGE FORM**  
**No Fee Required**

➤ The firm's mailing address will be printed on the license. If the firm's Name, DBA name or address will appear differently on your Real Estate License (paper), you must attach all license(s) affiliated with this firm, sole proprietorship (non-broker owned) before this request is processed.

1. Firm Name \_\_\_\_\_

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

3. Firm's Federal Employer Identification Number ❖ 

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❖ State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number.

4. Firm's Virginia Real Estate License Number: 

0	2	2	6						
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5. Firm's Mailing Address \_\_\_\_\_  
 (PO Box accepted)

\_\_\_\_\_  
 City State Zip Code

6. Firm's Contact Numbers \_\_\_\_\_  
Primary Telephone Alternative Telephone Fax

7. Firm's E-mail Address \_\_\_\_\_

Email address is considered a public record and will be disclosed upon request from a third party.

➤ The email address provided above will be used for your Firm's online profile with DPOR. It can not be used by any other individual's license holder or other firms registered with DPOR or the Real Estate Board. The email address provided must be unique to this firm's license.

8. Firm's Principal Broker Name: \_\_\_\_\_

\_\_\_\_\_  
 Last First Middle Generation

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

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10. Are you applying to change the firm's name and/or DBA name?

No

Yes  If yes, provide the following information:

A. Firm's **new** Name: \_\_\_\_\_  
 (The new name must be registered with the SCC)

B. Is the firm,  adding a DBA name? **or**  changing the DBA Name?

No

Yes  If yes, provide the new dba name: \_\_\_\_\_

➤ All **Sole Proprietorships** (non-broker owned) with DBA or Fictitious names must attach a copy of the certificate filed with the Clerk of the Court in the locality where the business will be conducted.

➤ All DBA names must be registered with the State Corporation Commission.

11. Are you applying to change to firm's **address**?

No

Yes  If yes, provide the following information:

A. **New Mailing Address**  
(PO Box accepted)

\_\_\_\_\_  
City State Zip Code

B. **New Street Address**  
(PO Box not accepted)  
**PHYSICAL ADDRESS REQUIRED**

Check here if Street Address is the same as the Mailing Address listed above.

\_\_\_\_\_  
City State Zip Code

C. Firm's Contact Numbers

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Alternative

\_\_\_\_\_  
Fax

12. 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*.
- During the time period when this request is being processed, a Licensee or an Applicant with your firm may have a pending application in our licensing system. If you receive a license from DPOR with incorrect information (i.e. Firm's name and/or address), it is **solely** the responsibility of the Principal Broker to destroy such license(s).

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

**ATTACHMENTS:** Per the questions above, check all attachment(s) that have been included with your application package (if applicable).

- If you are a **sole proprietor** (non-broker owned), please submit a copy of the "Change of Firm Name" papers filed with the Clerk of the Court in your jurisdiction.
- Attach all license(s) affiliated with this firm, sole proprietorship (non-broker owned) if your Name, DBA name or address has changed and will appear differently on your Real Estate License (paper).

Staple **All Original** License(s) Here  
NO COPIES - If required