



Real Estate Board
BRANCH OFFICE - SUPERVISING BROKER CHANGE FORM
No Fee Required

1. Firm/Sole Proprietorship Name _____

2. Trade, "Doing Business As (DBA) or Fictitious Name _____

3. Firm State Corporation Commission (SCC) Number (if applicable) _____

4. Firm/Sole Proprietorship Virginia Real Estate License Number

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)

5. Firm/Sole Proprietor Mailing Address _____
(PO Box accepted)

Zip Code	City	State	Zip Code
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6. Firm Contact Numbers

Primary Telephone	Alternate Telephone	Fax
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7. Firm E-mail Address _____
E-mail address is considered a public record and will be disclosed upon request from a third party.

8. Firm/Sole Proprietor Principal Broker's Name

Last	First	Middle	Generation
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9. Principal Broker's Virginia Real Estate License Number

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)

10. **Branch Office** Virginia Real Estate License Number

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)

11. **Branch Office** Mailing Address _____

City	State	Zip Code
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12. **Branch Office** Contact Numbers

Primary Telephone	Alternate Telephone	Fax
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13. **Branch Office** E-mail Address _____

14. **Branch Office - Current** Supervising Broker Information:

A. Supervising Broker Name _____

B. Supervising Broker Virginia Real Estate License Number

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DO NOT INCLUDE DASHES (1234567890)

C. Will the current Supervising Broker remain at the **firm**?

No If no, the current Supervising Broker will be dropped from the firm. Skip to question #14.

Yes

