



**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

0	2	2	5						
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DO NOT INCLUDE DASHES (1234567890)

3. Firm Name \_\_\_\_\_

4. Firm Trade Name \_\_\_\_\_

5. Firm's Mailing Address \_\_\_\_\_

\_\_\_\_\_ APT/unit # \_\_\_\_\_ 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

0	2	2	6						
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DO NOT INCLUDE DASHES (1234567890)

9. Firm's Principal Broker

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

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

0	2	2	5						
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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 \_\_\_\_\_