

HOW TO COMPLETE DPOR AND REIN DOCUMENTS IN THE ONBOARDING PROCESS

This is a very thorough explanation on how to completely fill out DPOR and REIN documents for onboarding brokers/agents!

** If you are onboarding a new broker/agent from any state outside of Virginia, the broker of that specified state will take care of it. Please communicate with the new agent/broker daily on how the process is coming along and see if there is anything you may be able to help with! **

Onboarding Documents for Virginia Salesperson:

*Go to the DPOR website, click on the Forms and Applications tab, scroll all the way to the bottom and search for Real Estate Salespeople & Brokers. Click on Forms & Applications again, and search for Salespersons.

Board-Specific Forms & Applications

Visit the appropriate Board page for forms and applications specific to each license type:

Please choose from the following:

- [Architects](#)
- [Asbestos, Lead, & Home Inspectors](#)
- [Athlete Agents](#)
- [Auctioneers](#)
- [Backflow Prevention Device Workers \(Tradesmen\)](#)
- [Barbers](#)
- [Body Piercers](#)
- [Boxers, Professional](#)
- [Branch Pilots](#)
- [Cemetery Salespersons](#)
- [Common Interest Community Managers](#)
- [Condominiums](#)
- [Contractors](#)
- [Cosmetologists](#)
- [Electricians \(Tradesmen\)](#)
- [Elevator Mechanics \(Tradesmen\)](#)

- [Landscape Architects](#)
- [Land Surveyors & Photogrammetrists](#)
- [Lead Abatement Workers](#)
- [Martial Arts, Professional](#)
- [Nail Technicians](#)
- [Onsite Sewage System Professionals](#)
- [Opticians](#)
- [Plumbers \(Tradesmen\)](#)
- [Polygraph Examiners](#)
- [Professional Engineers](#)
- [Property Owners' Associations](#)
- [Real Estate Appraisers](#)
- [Real Estate Salespeople & Brokers](#)
- [Residential Building Energy Analysts](#)
- [Soil Scientists, Professional](#)
- [Tattooists](#)

Go to forms and applications for .

[Salespersons](#) | [Brokers](#) | [Firms, E](#)



IF THE AGENT IS BRAND NEW-

Click on the Static "ACTIVATE" form. This application works with both new agents and transferring agents.

ACTIVATE (with a Firm or Sole Proprietorship)

Salesperson Activate Application (v11/01/2021) • video tutorial to avoid common mistakes	Apply Online	Interactive	Static
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See below Sample DPOR Application. The firm will fill out page 2 Numbers 8 & 9 and Page 4 Number 14. The agent will fill out the rest of their application. See arrow explanation on next page

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9660 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 567-6525
www.dpor.virginia.gov

DPOR
Department of Professional and Occupational Regulation

Real Estate Board
SALESPERSON ACTIVATE/TRANSFER APPLICATION
Fee \$60.00

A check or money order payable to the **TREASURER OF VIRGINIA**, or a completed credit card statement must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

Select one of the following:

1 → **X** Action
 Activation of Salesperson License
 Transfer of Salesperson License

You must hold a **non-expired** Virginia Real Estate Salesperson License to use this application. If your license has expired, you must **RENEW** or **REINSTATE** your license **prior to submitting this application**.

1. Enter your current Virginia Real Estate Salesperson License number and expiration date below.
 Virginia License Number 0225 Expiration Date _____

2. Legal Name
 Last First Middle Generation

3. Provide at least one of the following identification numbers:
 Social Security Number and/or _____
 Virginia Department of Motor Vehicles Control Number _____
DO NOT INCLUDE DASHES (123456789)
 * Enter the same identification number as used on examination, previous applications or licenses on file with the Department.
 * Data fee applies only for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation listed in the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

4. Applicant Mailing Address (PO Box not accepted)
 City _____ State _____ Zip Code _____
 Check here if Street Address is the same as the Mailing Address listed above

5. Applicant Street Address (RESIDENTIAL PHYSICAL ADDRESS REQUIRED) (PO Box not accepted)
 City _____ State _____ Zip Code _____

6. Applicant's Contact Numbers
 Primary Telephone _____ Alternate Telephone _____ Fax _____

7. Applicant's E-mail Address
 *E-mail address is considered a public record and will be disclosed upon request from a third party.

ORDER NO.	DATE	FILE	TRACED CODE	ENTRY #	FILE NUMBER #	DATE DTG
			3020	0225		

A60-0225AT-7
11/01/2021

Real Estate Board/SALESPERSON ACT/TRANS APP
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11. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any felony? Any plea of not guilty shall be considered a conviction.
 No
 Yes If yes, complete a Criminal Conviction Reporting Form for any open criminal conviction that has not been reported to the Board.

B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of a misdemeanor involving sexual harassment, sexual offenses, non-molestation drug distribution or physical injury within the past five years? Any plea of not guilty shall be considered a conviction.
 No
 Yes If yes, complete a Criminal Conviction Reporting Form for any open criminal conviction that has not been reported to the Board.

12. Have you ever violated a fair housing law in any jurisdiction of the United States?
 No
 Yes If yes, attach a certified copy of the final order, decree, case decision or conciliation agreement by a court or regulatory agency with legal authority to issue such order, decree, decision or agreement.

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 application on your behalf in any case or proceedings arising out of the trade or profession practiced, and that by submitting the same legal force and validity as if served upon you.

13. By signing this application, I certify the following statements:
 * 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. Furthermore, 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 including, but not limited to, any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
 * I authorize the Department of Professional and Occupational Regulation (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 and requested by the Department.
 * I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
 * 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.
 * I have a good reputation for honesty, truthfulness, and fair dealing, and am competent to transact the business of real estate broker or real estate salesperson in such a manner as to safeguard the interests of the public.
 * If I am transferring my license, I affirm I have notified my current broker of the fact that I am leaving his/her firm.

Applicant's Signature _____ Date _____

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2 → **B. Firm/Sole Proprietorship information with whom your license will be active:**

A. Firm/Sole Proprietorship Name
Canzell Realty

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

C. Firm/Sole Proprietor Virginia Real Estate License Number
02260736142
DO NOT INCLUDE DASHES (123456789)

D. Firm/Sole Proprietor Mailing Address
4598 Broad St
Virginia Beach VA 23462
 City _____ State _____ Zip Code _____
 Check here if the Street Address is the same as the Mailing Address listed above

E. Firm/Sole Proprietor Street Address (PHYSICAL ADDRESS REQUIRED) (PO Box not accepted)
 City _____ State _____ Zip Code _____

F. Firm/Sole Proprietor Contact Numbers
 Primary Telephone _____ Alternate Telephone _____ Fax _____

G. Firm/Sole Proprietor E-mail Address

H. Firm/Sole Proprietor Principal Broker's Name
 Last First Middle Generation

I. Principal Broker's Virginia Real Estate License Number
02257330154
DO NOT INCLUDE DASHES (123456789)

3 → **9. Will you be affiliating with a Branch Office of the firm listed above?**
 No If no, go to question #10.
 Yes If yes, provide the following Branch Office information:

A. Branch Office Virginia Real Estate License Number
0226
DO NOT INCLUDE DASHES (123456789)

B. Branch Office Mailing Address
 City _____ State _____ Zip Code _____

C. Branch Office Contact Numbers
 Primary Telephone _____ Alternate Telephone _____ Fax _____

D. Branch Office Supervising Broker's Name
 Last First Middle Generation

E. Branch Supervising Broker's VA Real Estate License Number
0225
DO NOT INCLUDE DASHES (123456789)

4 → **10. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?**
 No
 Yes If yes, complete a Disciplinary Action Reporting Form.

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14. For all applicants who will be affiliated with a current licensed firm/sole proprietorship: Broker's Statement (to be completed by either the principal or supervising broker with signatory authority who will be responsible for the applicant's real estate activities)

I, John McLaren authorize _____
 Position of Broker or Supervising Broker

to apply to transfer his/her license with the real estate firm listed on this application. I affirm I verified the applicant's license has not expired, I have reviewed the application as well as the answers provided by the applicant and the application is complete. It is my opinion that said licensee is honest, truthful and of good reputation and that he/she is competent to transact the business of a real estate broker in such a manner as to safeguard the interest of the public. I certify that I will actively supervise and train the licensee during the period the licensee is under my supervision and I hereby assume responsibility effective as of the date indicated below for the above-named licensee pursuant to Title 54.1, Chapter 21, of the Code of Virginia and the Real Estate Board Regulations.

Principal or Supervising Broker's Signature _____ Date _____
 Principal Broker Broker's Virginia Real Estate License Number 02257330154
 Supervising Broker

The activating/transferring salesperson must first sign and date this application prior to the Principal/Supervising Broker/Sole Proprietor signing and dating this application.

Applications cannot be processed and licenses activated if signatures are not placed on the application in the proper order.

ATTACHMENTS: (Check the attachments included with this application)
 Disciplinary Action Report Form(s) and all attachments. (See Question #10)
 Criminal Conviction Reporting Form(s) and all attachments. (see Question #11)

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Arrow 1: You will fill out whether it is a brand-new agent or a transfer agent.

Arrow 2: Fill out the firm name, license number and address.

Arrow 3: Fill out the firm's phone number, use the email address boaall@canzell.com and put in the principal broker's information (John McLaren) and his license number.

Arrow 4: The **ONLY** Branch Office we have is in Richmond. If you are a Richmond agent onboarding with us, please fill out the address, license number, phone number, and email address.

**Once you have completed these steps, it is now time to send the document over to the agent so he/she can fill out the rest! Sign into HelloSign. From there, click on the Sign or Send section and upload the application. Fill out the Name and email of the person who will need to sign the documents. **

Hello, Canzell!





Add Signers

I'm the only signer






Signer	
Name	Email address
<input type="text"/>	<input type="text" value="email@example.com"/>

For any Signatures or Initials that need to be taken, create a textbox in the designated area. For any social security numbers, license numbers, etc use the textbox standard field; any checkbox fields use the checkbox field; and for any other things that may be needed use the auto-fill fields.



Signature fields

 Signature
 Initials

Auto-fill fields

 Date Signed
 Name
 Email
 Company
 Title

Standard fields

 Textbox
 Checkbox

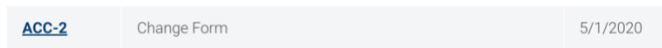
Once you have filled out all necessary fields, title the document that needs to be signed, and send it off! The agent will let you know when he/she has finished signing.

You must also send over a credit card authorization form. The person who will be onboarding with us will need to fill out their own personal credit card information.

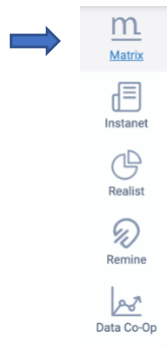
*Once you have completed filling out the DPOR information, log into REIN MLS. Scroll down to Contracts and Forms, search for the ACC-2 document and print this out.



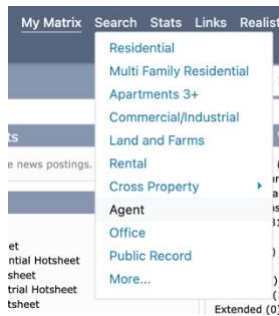
Contracts and Forms
Review contracts, forms, and documents



*Fill out the agent/broker's information at the top of the page as well as the REIN ID. To find the agent's REIN ID, log into REIN MLS again and click on matrix in the right corner.



*On the top blue handlebar, hover your mouse over search and click on agent; fill out the agent's first and last name.



*Because we are having the agent join our company, check the 1st box and write the date the license will be joining our company and our company name/firm REIN ID. See below to know how to fill out the other information on the document!

CHANGE FORM

(Note: This form is to be used to modify REIN of any change in REIN Status, License Status, or Contact Information. A setup fee of \$50 will be levied for users who have been inactive for 1 year or more.)

Last Name _____ First Name _____ MI _____
 REIN User ID #: _____

Change in REIN Status: Principal Broker Managing Broker Agent/Assoc. Broker/Property Manager
 Effective Date: _____ Licensed Appraiser Unlicensed Firm/Office Administrative Personnel
 Unlicensed Agent Assistant – Requires Unlicensed Assistant Application

Change in Real Estate/Appraiser License Status:
 Please select one: State of Licensure Virginia North Carolina
 Firm/Office Transfer* Effective Date: _____
 Firm/Office Name Transferring to: _____ ID# _____
 License Returned to Real Estate Board* Effective Date: _____
*Copy of Letter Used to Return License to Real Estate Board required
 License Changing from Inactive to Active Status* Effective Date: _____
 Requesting Exemption Status* Effective Date: _____
*Exemption of License Fee Form and, if applicable, Letter of Good Standing required

Change in Contact Information:
 Doing Business As Name _____
 Home Address _____
 City/State/Zip _____
 Primary # to Appear on Listings () _____
 Other # to Appear on Roster () _____
 Primary E-MAIL Address _____

> Unlicensed Admin/Assistant Termination of Services, Effective Date: _____

Required Signatures:
 Applicant Signature _____ Date: _____
 Managing / Principal Broker's / Primary Officer's Signature _____ Date: _____
 John McLaren REIN ID: 29183
 Managing / Principal Broker's / Primary Officer's Printed Name _____
 Firm/Office Name: Canzelli Realty Firm ID # 117700

ACC-2 (05/20) Reprint completed & signed form via fax 757-631-7913 or email to customerservice@reininc.com

ALL DOCUMENTS NEED TO BE SCANNED TO reboard@dpor.virginia.gov AND customerservice@reininc.com !

Onboarding Documents for Virginia Brokers:

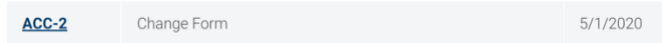
*Go to the DPOR website, click on the Forms and Applications tab, scroll all the way to the bottom and search for Real Estate Salespeople & Brokers. Click on Forms & Applications again, and search for Brokers. *

Follow the exact same steps laid out for you in the above explanation for the DPOR application.

*Once you have completed filling out the DPOR information, log into REIN MLS. Scroll down to Contracts and Forms, search for the ACC-2 document and print this out.



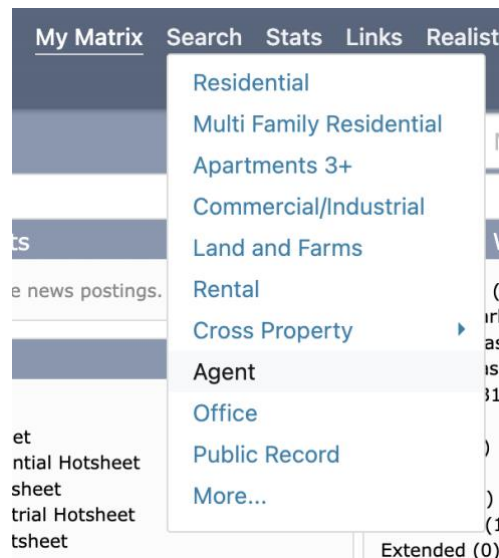
Contracts and Forms
Review contracts, forms, and documents



*Fill out the agent/broker's information at the top of the page as well as the REIN ID. To find the agent's REIN ID, log into REIN MLS again and click on matrix in the right corner.



*On the top blue handlebar, hover your mouse over search and click on agent; fill out the agent's first and last name.



*Because we are having the agent join our company, check the 1st box and write the date the license will be joining our company and our company name/firm REIN ID. See below to know how to fill out the other information on the document!

CHANGE FORM

(Note: This form is to be used to notify REIN of any change in REIN Status, License Status, or Contact Information. A copy for all \$50 will be provided for users who have been inactive for 1 year or more.)

REIN

Last Name _____ First Name _____ MI _____
 REIN User ID #: _____

Change in REIN Status: Principal Broker Managing Broker Agent/Assoc. Broker/Property Manager
 Effective Date: _____ Licensed Appraiser Unlicensed Firm/Office Administrative Personnel
 Unlicensed Agent Assistant – Requires Unlicensed Assistant Application

Change in Real Estate/Appraiser License Status:
 Please select one: State of Licensure Virginia North Carolina
 Firm/Office Transfer* Effective Date: _____
 Firm/Office Name Transferring to: _____ ID# _____
 License Returned to Real Estate Board* Effective Date: _____
*Copy of Letter Used to Return License to Real Estate Board required
 License Changing from Inactive to Active Status* Effective Date: _____
 Requesting Exemption Status* Effective Date: _____
*Exemption of License Fee Form and, if applicable, Letter of Good Standing required

Change in Contact Information:
 Doing Business As Name _____
 Home Address _____
 City/State/Zip _____
 Primary # to Appear on Listings () _____
 Other # to Appear on Roster () _____
 Primary E-MAIL Address _____

> Unlicensed Admin/Assistant Termination of Services, Effective Date: _____

Required Signatures:

Applicant Signature _____ Date: _____
 Managing / Principal Broker's / Primary Officer's Signature _____ Date: _____
 John McLaren REIN ID: 29183
 Managing / Principal Broker's / Primary Officer's Printed Name
 Firm/Office Name: Canzeller Realty Firm ID #: 11770

ACC-2 (05/20) Return completed & signed form via fax 757-532-7912 or email to customerservice@reininc.com

ALL DOCUMENTS NEED TO BE SCANNED TO reboard@dpor.virginia.gov AND customerservice@reininc.com !