

Real Estate Board  
Application Review Matrix

Delegation of Authority to DPOR Staff

The Board hereby delegates authority to conduct predetermination fact-findings and license eligibility fact findings to the Department of Professional and Occupational Regulation in accordance with the applicable portions of the Administrative Process Act (Code of Virginia 2.2-4000 et. seq.).

Authorization to Approve Certain Prior Criminal Convictions

Applications and Predetermination Requests disclosing the following convictions will not be reviewed by the Board and may be approved by DPOR staff:

1. Felony convictions over five years old unless the conviction resulted in incarceration and the release date is under three years from the application date; and the applicant is not on supervised probation. This excludes convictions for rape, robbery, murder, abduction, manslaughter, sexual offenses, crimes against minors, felony DUI, assaulting a police officer, identity theft, bribery, embezzlement, offenses related to mortgage loans, and offenses involving a real estate transaction or perpetrated in any way through the use of a real estate license. Further, this excludes any applicant who fails to disclose a reportable criminal conviction on the application.
2. A reportable misdemeanor conviction over three years old unless there is a prior conviction for the same offense within the last five years.
3. For felony drug convictions within the past five years, the applicant must provide some evidence of completing substance abuse counseling when required by the court.

Authorization to Approve Prior Disciplinary Action

Applications disclosing the following disciplinary actions will not be reviewed by the Board and may be approved by DPOR staff:

Prior disciplinary violations not involving revocation or suspension.