

## Real Estate Agent Information in Mortgage Cadence

To recognize and support the real estate agents who help make affordable homeownership possible, Virginia Housing is implementing a new data entry requirement in Mortgage Cadence. Effective Tuesday, July 1, 2025, lenders must enter the **buyer's real estate agent** information at the bottom of the Loan Summary Information page of Mortgage Cadence (Lender Information -Correspondent section) to:

- Request a delegated approval confirmation, or
- Submit a non-delegated file for underwriting review.

If either of these actions has already occurred before July 1, 2025, then this requirement does not apply.

Required fields:

- Real estate agent's first and last name
- Last six (6) digits of the agent's real estate license number
- If there is no buyer's agent, check the No Buyer Agent Involved box

Buyer Real Estate Agent			
Buyer Agent First Name <sup>Ⓢ</sup>	Buyer Agent Last Name <sup>Ⓢ</sup>	DPOR License - VA Prefix <sup>Ⓢ</sup>	DPOR License Number <sup>Ⓢ</sup>
<input type="text"/>	<input type="text"/>	<input type="text" value="0225-"/>	<input type="text"/>
<input type="checkbox"/> No Buyer Agent Involved <sup>Ⓢ</sup>			

The buyer's real estate agent information is typically listed in Virginia real estate sales contracts under sections titled "Buyer Broker Name," "Cooperating Broker Name," or even "Selling Company Name." This information can also be verified through the Virginia Department of Professional and Occupational Regulation (DPOR) [website](#).

**Examples of real estate sales contract buyer's agent sections:**

<b>Buyer Broker Company's Name and Address</b>    Office Phone _____ Office Fax _____ DPOR Firm License No.: _____  Purchaser's Authorized Agent's Information: Name _____ Email _____ Cell No. _____ Agent's DPOR License No.: _____	<b>Listing Company's Name and address</b>    Office Phone _____ Office Fax _____ DPOR Firm License No.: _____  Seller's Authorized Agent's Information: Name _____ Email _____ Cell No. _____ Agent's DPOR License No.: _____
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<b>Selling Company's Name and Address</b>    Office Phone: _____ Fax: _____ MLS Broker Code: _____ Office ID No. _____ Firm license No.: _____ Agent Name: _____ Agent MLS ID No.: _____ Agent license No.: _____ Agent E-mail address: _____ Agent Cell Phone No.: _____	<b>Listing Company's Name and Address:</b>    Office Phone: _____ Fax: _____ MLS Broker Code: _____ Office ID No. _____ Firm license No.: _____ Agent Name: _____ Agent MLS ID No.: _____ Agent license No.: _____ Agent E-mail address: _____ Agent Cell Phone No.: _____ <b>434-242-8928</b>
This Contract has been ratified by Purchaser and Seller as of _____ ("Date of Ratification").	

Thank you for your attention to this new requirement and for your continued partnership in supporting Virginia's homebuyers!

**Questions?** Contact Virginia Housing's Homeownership Support team.

Email Virginia Housing Homeownership Support

**We believe in the power of home to grow thriving communities across Virginia, and we thank you for being part of our mission for over 50 years.**

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