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**FREQUENTLY ASKED QUESTIONS**

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**License Types and Definitions** ([FS 475.01](#) for more complete definitions)

<p>What is a broker?</p>	<p>A broker (BK) is a person who, for another, and for compensation or in anticipation of compensation, appraises, auctions, sells, exchanges, buys, rents or offers, attempts or agrees to appraise, auction, or negotiate any sale, exchange, purchase, or rental of business enterprises or any real property or any interest in or concerning the same or who advertises the same.</p>
<p>What is a sales associate?</p>	<p>A sales associate (SL) is a person who performs any act specified in the definition of broker, but who performs such act under the direction, control, or management of a broker or owner/developer on a transactional basis.</p>
<p>What is a broker sales associate?</p>	<p>A broker sales associate (BL) is a person who is qualified to be a broker, but who continues to operate as a sales associate in the employ of another. Even though their status with the department is broker-associate, the department still issues the license with a BK as the identifier.</p>
<p>What is a real estate instructor?</p>	<p>A real estate instructor (ZH) is an individual who instructs persons in the classroom in noncredit college courses in a college, university, or community college or courses in an area technical center or proprietary real estate school. The department issues a license/permit number to an instructor to teach Florida real estate courses.</p>
<p>What is a real estate company?</p>	<p>A real estate company is any partnership, limited liability company, or corporation which acts as a broker. Limited liability companies will be licensed as "CQ." Partnerships and limited liability partnerships will be licensed as "PR."</p>
<p>What is a group license?</p>	<p>A group license is for an owner/developer who owns properties through various</p>

	entities, but all such entities are connected so that such ownership or control is by the same individual or individuals. A sales associate or broker associate may have a "group license" in order to sell for all the entities owned by the owner/developer.
What is a sole proprietor?	A sole proprietor is a broker that is acting individually without the support of a registered entity.
What is a school permit holder?	A school permit holder is the individual who is responsible for directing the overall operation of a proprietary real estate school. A school permit holder must be the holder of a license as a broker, either active or voluntarily inactive, or must hold an instructor's permit. A school permit holder must also meet the requirements of a school instructor if actively engaged in teaching.
What is a school chief administrator?	A school chief administrator is the individual who is responsible for the administration of the overall policies and practices of a real estate school. A chief administrator must also meet the requirements of a school instructor if actively engaged in teaching.

### ***Board Functions***

What is the Florida Real Estate Commission (FREC)?	The Florida Real Estate Commission (FREC) was created to protect the public through education and regulation of real estate licensees. The Commission consists of seven members appointed by the Governor, subject to confirmation by the Senate. Four members must be licensed brokers, each of whom has held an active license for five years preceding appointment. One member must be a licensed broker or a licensed sales associate who has held an active license for two years preceding appointment. Two members must be persons who are not, and have never been, brokers or sales associates. At least one member of the Commission must be 60 years of age or older. Members of the Commission shall be appointed for four-year terms. <a href="#">(Chapter 475.02, Florida Statutes)</a>
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Who are the members of the Florida Real Estate Commission?	The names of the current members of the Florida Real Estate Commission can be found at <a href="#">Meet The Commission</a> with their positions and term lengths listed.
When and where does the Florida Real Estate Commission meet?	The Florida Real Estate Commission meets once per month. The dates of Commission meetings can be found at <a href="#">Meeting and Workshops</a> . The Commission meetings are held at the Division of Real Estate offices in Orlando, Florida.

## ***Sales Associates***

What is a sales associate?	A sales associate (SL) is a person who performs any act specified in the definition of broker, but who performs such act under the direction, control, or management of a broker or owner/developer on a transactional basis.
What are the requirements to become a sales associate?	<p>In order to become a sales associate you must meet the following requirements:</p> <p>Age: Must be at least 18 years of age.</p> <p>Social Security Number: You must have a United States Social Security number to apply for any real estate license. Contact the Social Security Administration for details on how to apply for a social security number.</p> <p>Education: Must hold a high school diploma or its equivalent.</p> <p>Pre-license education: Must complete and pass a Florida Real Estate Commission approved 63-hour Sales Associate pre-licensing course.</p> <p>Examinations: The <a href="#">Candidate Information Booklet</a> is a useful source to help guide you through the examination process.</p> <p>Fee: The fee is \$105 which can be paid either by using our Online Services or by</p>

	<p>personal check.</p> <p>Fingerprints: An applicant must have a background check as part of the licensing process. To learn more about fingerprinting, please visit our <a href="#">fingerprint FAQs</a></p> <p>Application: Complete the Application for Sales Associate License (DBPR RE 1) by clicking on "Apply for a License" from the department's <a href="#">home page</a>. The application can be completed using "Online Services" or using a "Printable Application".</p> <p>Examination: The examination is given by Pearson Vue. To <a href="#">Learn more</a> visit their website to find a location near you to complete your fingerprints and to set up your exam once the application has been approved by the DBPR.</p> <p>More information: <a href="#">Learn more</a> about obtaining this profession's application requirements.</p> <p>The department issues the license automatically within approximately 7 to 10 business days of passing the examination.</p>
<p>Can I apply online for a real estate license?</p>	<p>Some applications can be filed online. You may apply online by going to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and click on "Apply for License" &gt; click "Real Estate" and then click the type of license you would like to apply for. You may monitor the status of your application process from the same website.</p> <p>Non-Florida residents and those seeking to qualify for a sales associate license by mutual recognition are unable to complete the application process online. For this application type, please complete the Application for Sales Associate License (DBPR RE 1). You can locate this form from the department's <a href="#">home page</a> click on "Apply for License" &gt; click "Real Estate" and then click the Real Estate Sales Associate (Non-Florida Resident). Please complete and print the paper application and submit it and all</p>

	necessary documents to 1940 North Monroe Street, Tallahassee, Florida 32399-1027.
Where can I get the applications and forms if I want to mail my application?	These forms are available at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and click on "Apply for a License" > click "Real Estate" and then click the type of license you would like to apply for. The application is printable using the "Apply Using a Printable Application" button at the bottom of the page.
Do I need to submit fingerprints to obtain a license?	Yes, fingerprints are required for all applicants. The department uses these finger prints to run a background check on applicants as required by Florida Statutes. To learn more about fingerprinting, please visit our <a href="#">fingerprint FAQs</a>
How do I submit my fingerprints?	<p>Electronic fingerprinting is required by law and reduces processing time. In the traditional method of fingerprinting, a fingerprint card was submitted to the Department of Business and Professional Regulation. The card was then sent to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for processing. Now, applicants' fingerprints will be scanned and electronically submitted directly to the Florida Department of Law Enforcement and Federal Bureau of Investigation.</p> <p>Electronic fingerprinting reduces the likelihood of illegible fingerprints or missing information on the fingerprint card and may reduce the overall application processing time.</p> <p>Pearson VUE is the examination and an electronic fingerprinting contracted vendor for the Department of Business and Professional Regulation. For more information, please visit Pearson VUE website, <a href="http://www.pearsonvue.com/">http://www.pearsonvue.com/</a> and select "Digital Fingerprinting Services", or contact the Pearson VUE reservation center at 1.888.274.2020 select option #7 (TTY 1.800.274.2617).</p>
Does Florida have reciprocity with other states?	No, Florida has mutual recognition agreements with 9 states: <a href="#">Alabama</a> , <a href="#">Arkansas</a> , <a href="#">Connecticut</a> , <a href="#">Georgia</a> , <a href="#">Indiana</a> ,

	<p><a href="#">Mississippi</a>, <a href="#">Nebraska</a>, <a href="#">Oklahoma</a> and <a href="#">Tennessee</a>. Please visit our <a href="#">Mutual Recognition Information</a> web page to learn more.</p> <p>Mutual recognition allows for a sales associate to apply as a sales associate in Florida exempting them from the 63 hour pre-license education and requiring them to take the 40 question Florida laws section of the state exam.</p>
If I am applying by mutual recognition are there additional materials I must submit?	Yes, a current certification of license history from the state you are claiming as the mutual recognition agreement state is required. The history must contain your initial license exam type, current license status, disciplinary information, and how many active months of licensure within the preceding five years.
If I am applying by mutual recognition will I have to take an examination?	Yes, you will be required to take the 40 question Florida laws section of the state exam. The <a href="#">Candidate Information Booklet</a> is a useful source to help guide you through the examination process.
Does my application ever expire?	The application is good for two years from the date a complete application is received.
Can I check the status of my application online?	Yes, to check the status of your application go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> >click on "apply for License"> from the left side under "Public Services" click> "View Application Status."
I have been online looking at the status of my application and it is showing a deficiency that states "no exam requested", why?	The online application will show certain items as deficient until the department reviews the application and clears each item off the deficiency list in the system. The "no exam request" means you have not yet been approved for the exam. This is usually the last item cleared when the department approves the application.
If I have a criminal history can I still get a real estate license?	Persons with a criminal history may apply for a real estate license. Each applicant is considered on their own merits.
What do I need to submit with my application if I answer yes to one of the background questions?	It is imperative to read the application question relative to criminal history

	<p>carefully and fully disclose all incidents that apply. Failure to disclose may be cause for denial or disciplinary action against your license.</p> <p>During the 2009 Legislative Session, the Florida Legislature passed House Bill 425, which became law on October 1, 2009. Beginning October 1, 2009, House Bill 425 requires all professional licensees to report to the department within 30 days of being convicted or found guilty of, or having plead nolo contendere or guilty to a crime in any jurisdiction. House Bill 425 also requires that any conviction prior to October 1, 2009 be reported by November 1, 2009. A licensee who fails to report this information may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the criminal self-reporting document and mail to the department as provided on the form.</p> <p>You will need to provide a written explanation of each disclosure as well as submit the following documentation:</p> <p>Question 1: If you answer "yes" to this question, you must provide a copy of the arrest report, copies of the disposition or final order(s), and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required. If you are still on probation, you must supply a letter from your probation officer, on official letterhead, stating the status of your probation.</p> <p>Question 2: If you answer "yes" to this question, you must provide a copy of the judgment or decree. You must also supply documentation proving all sanctions have been served and satisfied, or if not, stating the current status of any</p>
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	<p>proceedings.</p> <p>Question 3: If you answer "yes" to this question, you must supply copies of documentation explaining the denial or pending action.</p> <p>Question 4: If you answer "yes" to this question, you must supply copies of the order(s) showing the disciplinary action taken against the license, or documentation showing the status of the pending action.</p>
<p>Can I request that Florida Real Estate Commission reconsider the denial of my application?</p>	<p>Yes. An applicant receives a Notice of Intent to Deny, and the applicant has two options:</p> <ol style="list-style-type: none"> <li>1. An informal hearing to appear before the Florida Real Estate Commission, or</li> <li>2. A formal hearing in front of an administrative law judge may be requested</li> </ol> <p>In your Notice of Intent to Deny, review the section, Notice of Rights. It explains you may seek review of the order by filing a petition with the Division of Real Estate within 21 days from the receipt of the notice.</p> <p>The petition is mailed to: Division of Real Estate 400 West Robinson Street, Orlando Florida 32801</p>
<p>I have been denied by the Florida Real Estate Commission twice, what can I do, I still want to be licensed?</p>	<p>The applicant will receive a Final Order indicating the appellate rights, or you may reapply in the future.</p>
<p>If I have a degree in real estate do I need to take the licensing courses?</p>	<p>Individuals with a four-year real estate degree are exempt from the 63 hour pre-licensing course, but must make application and take the state exam. Applicants with a four-year real estate degree must include an official transcript(s) with their application. Refer to <a href="#">Rule 61J2-3.012(2)</a>, Florida Administrative Code. Additionally, applicants with a four-year degree in real estate are exempt from post-licensing education but not continuing education.</p>
<p>I am an attorney; do I need to take the licensing courses for sales associate?</p>	<p>Attorneys in good standing with the Florida Bar are exempt from the 63 hour pre-licensing course and 14 hour</p>

	continuing education but are required to take the 45 hour post-licensing course within the initial renewal cycle.
What happens if I fail my state exam?	The applicant can reschedule with the testing vendor until the education and/or application expires. An application is good for two years from the date a complete application is received. The examination is given by Pearson Vue. To <a href="#">Learn more</a> visit their website to find a location near you to set up your exam once the application has been approved by the Department of Business and Professional Regulation.
Once I pass the state exam when will I get my license?	The testing vendor will download the passing grade information to the department's system and at that point the system will automatically issue a license number. The department issues the license automatically within approximately 7- 10 business days of passing the examination.

### **Sales Associates - Renewal**

What education courses are required to renew my real estate license for the first time (initial expiration)?	<p>Licensees that received their initial license by applying as: Initial Sales Associate (completing the 63 hour pre-licensing education), applied through Mutual Recognition Agreement, and attorneys must complete post-licensing courses prior to the expiration of the initial license.</p> <p>Licensees that received their initial license by qualifying using a four-year degree in real estate will not be required to complete post-licensing education but will be required to complete continuing education after the initial renewal of their license.</p> <p>A sales associate must complete the 45-hour <a href="#">post-licensing course</a>, within the initial renewal period, prior to the expiration date. The expiration date can be found on their license or they may view it through their online account,</p>
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	<p>which they may establish by going to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Renew/Maintain a License".</p>
<p>Is anyone exempt from the post licensure education courses?</p>	<p>A person with a four-year degree in real estate is the only exemption from the 45 hour post license course. See rule <a href="#">61J2-3.020(10)</a>, Florida Administrative Code</p>
<p>If I have a four-year real estate degree, what do I need to do to show that I am exempt from post-licensing education?</p>	<p>Send your official transcript, along with a letter of request for equivalency. Please mail to: Division of Real Estate-Attn: Education Section, 400 West Robinson Street Suite N801, Orlando, Florida 32801. Please send this information in advance of the expiration date to give the Education Section time to review and make a proper determination.</p>
<p>What happens if a sales associate does not complete the post licensing course or pay the renewal fee prior to the initial expiration date?</p>	<p>Failure to complete post-licensing education or pay the renewal fee prior to the initial expiration date will result in the license becoming null and void.</p> <p>After a license becomes null and void you will be required to re-apply for a license and retake the required pre-licensing education again if you would like to be re-licensed.</p>
<p>Is there any exception if I did not complete the post licensing education prior to the expiration date?</p>	<p><a href="#">Rule 61J2-3.020 (9)</a>, Florida Administrative Code, "The Commission may allow up to an additional 6-month period after the first renewal following initial licensure for brokers and sales associates, who cannot, due to individual physical hardship, complete the course within the required time. Individual physical hardship shall be defined in rule <a href="#">61J2-3.013 (2)</a>."</p> <p>Rule <a href="#">61J2-3.013 (2)</a>, Florida Administrative Code, "A hardship case is defined as a case wherein a person desiring to take the Commission prescribed courses cannot, by reason of a physical disability, attend the place where the classes are conducted."</p> <p>The Florida Real Estate Commission requires that your request be in writing supported by statements of doctors and other persons having knowledge of the facts. These requests should be sent to: Division of Real Estate- Attn: Hardship</p>

	Extension – 400 West Robinson Street, Suit N-801, Orlando, FL 32801.
What is the continuing education requirement for sales associates after the initial renewal?	<p>A sales associate is required to complete 14 hours of continuing education every two years prior to renewing the license as long as it is not the first renewal. (Post licensing education must be done in order to renew in the first renewal cycle.)</p> <p>An attorney who is in good standing with the Florida Bar is exempt from 14 hours of continuing education and will need to send copy of their bar card with the renewal notice to DBPR-CIU Renewal Section, 1940 North Monroe Street, Tallahassee, Florida 32399-1027 to have education exemption.</p>
What happens if a sales associate does not complete the 14 hours of continuing education requirements prior to the expiration date?	The license will become involuntary inactive because the licensee can not renew the license if they have not done the required continuing education. They will have to complete the continuing education and pay the fees to renew. The department allows up to 12 months after the expiration date to complete the 14 hours continuing education and pay the renewal fee, which will include a late fee of \$45.00. You may not operate while your license is involuntary inactive.
What do I do if I have not taken the continuing education requirements and now my license is more than twelve months delinquent?	If a sales associate allows the license to go delinquent for more than 12 months, but less than 24 months, the 28 hour reactivation education course is required as well as all renewal fees before the end of their 2 <sup>nd</sup> renewal cycle. Failure to do so will result in the license expiring and going null and void. See <a href="#">Section 475.183</a> , Florida Statutes for exact wording.
What if I took fourteen hours of education, but failed to renew the license and it is now more than 12 months delinquent?	If 14 hours of continuing education is taken prior to the first license expiration date, then another 14 hour course must be taken prior to the second expiration date. A license that is involuntary inactive for more than 24 months after an expiration date will go null and void. See <a href="#">Section 475.183</a> , Florida Statutes for exact wording.
Does an attorney who holds a real estate license have to do continuing education?	Florida attorneys who are members in good standing with the Florida Bar are exempt from the 14 hour continuing education course but are not exempt

	from the 45-hour post licensing course. Please include a copy of your Florida Bar card or write your Florida Bar number on the front of the renewal notice.
Does an active Florida attorney in good standing with the Florida Bar have to do the reactivation course if their license is delinquent for more than 12 months?	No, because they are exempt from doing the continuing education course, but they are still required to pay all renewal fees when they are due or they may lose their license if the license remains involuntary inactive for more than 24 months.
Can my continuing education hours carry over from one renewal period to another?	No, the continuing education hours must be completed during the renewal cycle for which you are seeking credit.
Does a licensee have to do continuing education hours while they are inactive?	Yes, a licensee pays the same fee and must complete the continuing education requirements regardless if they are inactive or active. The renewal of the license is not based on active or inactive status.
Can I receive continuing education credit for attending a Florida Real Estate Commission Meeting?	Yes, <a href="#">Section 475.182(1)(b)</a> , Florida Statutes, "The commission may accept as a substitute for 3 classroom hours, one time per renewal cycle, attendance at one legal agenda session of the commission. In order to obtain credit, the licensee must notify the division at least 7 days in advance of his or her intent to attend. A licensee may not earn any continuing education credit for attending a legal agenda session of the commission as a party to a disciplinary action." Please visit the Florida Real Estate Commission - <a href="#">Meetings and Workshops</a> to learn more.
What happens to my license if it is delinquent for more than 24 months?	The license becomes null and void. Null & Void means you have failed to renew several times. To operate under the terms of this license again, you would have to <a href="#">re-apply for licensure</a> .
If my sales associate license is null & void can I reapply for the license?	Yes, by filing application, applicable fees, and electronic fingerprints, take the pre-licensing course, and pass state exam to get another license.
Who can work with an inactive or involuntary inactive license?	No one is permitted to work with an inactive or involuntary inactive license, these categories do not allow for active

	relationship with a broker or owner developer. If your license becomes inactive or involuntary inactive, you will need to file the Sales Associates/Broker Sales Associates Transaction (DBPR RE 10) form to activate the license before operating in real estate services. You can locate this form from the department's <a href="#">home page</a> click on "Apply for a License" > click on "Real Estate" > click on "Become Active for Sales Associate".
What are the components of license renewal?	A renewal is made up of two components: education and fees. Both of the components must be complete before a license can be renewed. Failure to complete both components could result in losing your license.

### Sales Associates – License Maintenance/Change of Status

What is required to make a sales associate's license active?	The employing broker can go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a License" > click on "Real Estate" > click on "Become Active for Sales Associate". You can become active using the "printable application" or through the sole proprietor account, or the entity/corporate account, whichever applies.
What is required to make a sales associate's license inactive?	The sales associate may send the Sales Associate Broker Sales Associate Transaction form (DBPR RE 10) and voluntarily make their license inactive. The form can be found from the department's <a href="#">home page</a> , click on "Apply for a License" click on Option One > click on real estate> click on Become Inactive for Sales Associate or the employing broker can go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "renew maintain license" and "terminate" the sales associate through the sole proprietor account, or the entity/corporate account, whichever applies
How do I activate my sales associate license with an owner/developer?	The sales associate and the owner/developer will need to complete Sales Associate Broker Sales Associate Transactions (DBPR RE 10) and submit it to: Department of Business and Professional Regulation-1940 North

	<p>Monroe Street; Tallahassee, Florida 32399-0783. The form can be found from the department's <a href="#">home page</a>, click on "Apply for a License" click on Option One &gt; click on real estate&gt; click on "Become Active with an Owner/Developer for Sales Associate/Broker Sales Associate".</p>
<p>Can I work before the status is changed in the Department of Business and Professional Regulation system?</p>	<p>You are not permitted to work until the department website reflects your requested status and proper broker or brokerage. You may monitor your request from our website: <a href="http://www.MyFloridaLicense.com">www.MyFloridaLicense.com</a> &gt;click on Renew/Maintain License&gt;log into your account&gt;click on "renew/maintain license" in center of page&gt;click on "view related license"</p>
<p>How does a sales associate incorporate so they can file their taxes as a business entity?</p>	<p>Licensees should consult with a private attorney regarding steps for incorporation or a representative with Department of State, Division of Corporations. However, the Department of Business and Professional Regulation will only allow incorporating the licensee's legal name as it appears on the real estate license by adding P.A. or LLC to their name.</p>
<p>What does "P.A." mean?</p>	<p>"P.A." is the abbreviation for "Professional Association", a business corporation engaged in a primary business that provides a professional service.</p>
<p>Can I operate a corporation and maintain my PA status?</p>	<p>No. Only sales associates, broker associates or entities may be organized as a PA or LLC.</p>
<p>How do I get a duplicate license?</p>	<p>If you just passed your exam, you must allow at least thirty days from issue date before requesting a duplicate, or if you are a current licensee and request a duplicate, you must submit DBPR Sales Associate Broker Sales Associate Transactions form (RE-10) and the applicable fees. The form can be found from the department's <a href="#">home page</a>, click on "Apply for a License" click on Option One &gt; click on real estate&gt; click on "Request A Duplicate License for Sales Associate".</p>

<p>How do I get a certification of license history to give to another state?</p>	<p>Please send a written request with your name, license number, address to which the certification is to be mailed, the state for which it is needed, and fee in the amount of \$25.00 payable to and mailed to: Department of Business and Professional Regulation-1940 North Monroe Street, Tallahassee, Florida 32399-1027. Please allow sufficient time for processing.</p>
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## **Broker**

<p>What are the requirements to become a real estate Broker?</p>	<p>To obtain a broker's license an applicant must meet the following criteria:</p> <p>Age: Must be at least 18 years of age</p> <p>General Education: Must be holder of a high school diploma or its equivalent</p> <p>Social Security Number: You must have a United States Social Security number to apply for any real estate license. Contact the Social Security Administration for details on how to apply for a social security number.</p> <p>Application: Complete the DBPR RE-2 Application for Broker License. You may complete the application using our Online services or through paper application. You can find the information under the Department of Business and Professional Regulation Main page tab "Apply for a License"&gt;click "Check here"&gt;click "Real Estate"&gt;click "Real Estate Broker" (You have three options-upgrading from Sales Associate to Broker; Broker out-of-state; Mutual Recognition Agreement)</p> <p>Fee: To apply for a broker license the fee is \$115.00. This breaks down to: \$20.00 non-refundable application fee; \$90.00 license fee; \$5.00 unlicensed activity fee.</p> <p>Fingerprint: All applicants must complete the electronic fingerprint process. The process is handled by our vendor-</p>
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	<p>Pearson VUE. To learn more about fingerprinting, please visit our <a href="#">fingerprint FAQs</a></p> <p>Pre-Licensing Education: Applicants upgrading from sales associate to broker or applying from out-of-state must complete the Florida 72-hour pre-licensing course.</p> <p>For a list of approved providers <a href="#">click here.</a></p> <p>Exemptions from Pre-Licensing Education: Individuals with a four year in real estate degree. Please submit an original college transcript with your application for review and consideration. Failure to submit your transcripts may result in the delay in the processing of your application.</p> <p>Experience: Held an active sales associates license for at least 24 months during the preceding five years in Florida or any other state, territory, or jurisdiction. For individuals applying from out-of-state, you require a certification of license history from your state showing initial license date, current status, disciplinary, and length of active time. See Section 475.17(2) (b), F.S. for complete experience requirements.</p> <p>Exam: Applicants upgrading from sales associate to broker and applicants applying using out-of-state experience will be required to take the full 100 question state exam. Applicants applying using Mutual Recognition will be required to take the 40 question law portion of the state exam.</p> <p>The Candidate Information Booklet is a useful source to help guide you through the examination process. For a complete step by step checklist you can go to our new application center.</p>
<p>Will experience or a license from another state count towards the requirements for a broker's license in Florida?</p>	<p>A licensed real estate sales associate or broker, who has real estate experience in another state, may apply the experience</p>

	<p>toward a Florida broker's license, if the applicant has held an active license in that state for at least 24 months during the preceding five years. Applicants claiming experience from another state should provide with the application a current certification of license history (not more than 30 days old) from that state. The certification of license history requires initial license date, type of examination (written or reciprocal), current status, disciplinary history, and length of active status over the preceding five years. Failure to have this information in the certification could delay the processing of the application. The applicant may fill in the application form online but the application must be submitted to the department in writing.</p>
<p>Can I apply online for a real estate license?</p>	<p>Some applications license can be submitted online by going to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> . Click on "Apply for License" and follow the steps. Your application will not be complete until all sections on the application checklist show complete. You may monitor the status of your application from the same website.</p> <p>Non-Florida residents and those seeking to qualify for a broker's license using experience from another state or mutual recognition, are unable to complete the application process online. For those applications types, please fill in the application form online. Print the form once complete and submit the paper application and all necessary documents to 1940 North Monroe Street; Tallahassee, Florida 32399-1027.</p>
<p>How long is my application good for?</p>	<p>The application is good for two years from the date a complete application is received.</p>
<p>Can I check the status of my application online?</p>	<p>Yes, go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and click on "Apply for License". On the left side under "Public Services" choose "View Application Status" and follow the instructions.</p>
<p>I have been online looking at the status</p>	<p>The online application will show certain</p>

<p>of my application and it is showing a deficiency that states “no exam requested”, why?</p>	<p>items as deficient until a person within the department reviews the application and clears each item off the deficiency list in the system. The “no exam request” means you have not yet been approved for the exam. This is usually the last item cleared when the department approves the application.</p>
<p>How do I complete my fingerprints?</p>	<p>An applicant must have a background check as part of the licensing process. The fingerprints are submitted electronically through the testing vendor, Pearson VUE. Electronic fingerprinting is located at various convenient sites throughout the state. Reservations and payment can be made by visiting the Pearson VUE reservation website at <a href="http://www.pearsonvue.com">www.pearsonvue.com</a> and selecting Fingerprinting Services or by calling the Pearson VUE toll-free reservation number at 1-888-204-6230.</p>
<p>Does Florida have reciprocity with any state?</p>	<p>No, Florida has mutual recognition agreements with 9 states: <a href="#">Alabama</a>, <a href="#">Arkansas</a>, <a href="#">Connecticut</a>, <a href="#">Georgia</a>, <a href="#">Indiana</a>, <a href="#">Mississippi</a>, <a href="#">Nebraska</a>, <a href="#">Oklahoma</a> and <a href="#">Tennessee</a>. Please visit our <a href="#">Mutual Recognition Information</a> web page to learn more.</p> <p>Mutual recognition allows for a broker to apply as a broker in Florida exempting them from the 72 hour pre-license education and requiring them to take the 40 question Florida laws section of the state exam.</p>
<p>How do I apply for mutual recognition for broker?</p>	<p>You can go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on “Apply for license” &gt; click on “Option 1” &gt; click on “Real Estate” &gt; click on Application for Broker (Mutual). You will complete form DBPR RE 2 online and then print. Mail the fee and application to: Department of Business and Professional Regulation 1940 North Monroe Street, Tallahassee, Florida 32399.</p>
<p>If I am applying by mutual recognition are there additional materials I must submit?</p>	<p>Yes, a current certification of license history from the state you are claiming as the mutual recognition agreement state is required. The history must contain your initial license exam type,</p>

	current license status, disciplinary information, and how many active months of licensing during the preceding five years.
If I am applying by mutual recognition will I have to take an examination?	Yes, you will be required to take the 40 question Florida laws section of the state exam. The Candidate Information Booklet is a useful source to help guide you through the examination process.
What do I need to submit with my application if I answer yes to one of the background questions?	<p>It is imperative to read the application question relative to criminal history carefully and fully disclose all incidents that apply. Failure to disclose may be cause for denial or disciplinary action against your license. You will need to provide a written explanation of each disclosure as well as submit the following documentation:</p> <p>Question 1: If you answer "yes" to this question, you must provide a copy of the arrest report, copies of the disposition or final order(s), and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required. If you are still on probation, you must supply a letter from your probation officer, on official letterhead, stating the status of your probation.</p> <p>Question 2: If you answer "yes" to this question, you must provide a copy of the judgment or decree. You must also supply documentation proving all sanctions have been served and satisfied, or if not, stating the current status of any proceedings.</p> <p>Question 3: If you answer "yes" to this question, you must supply copies of documentation explaining the denial or pending action.</p> <p>Question 4: If you answer "yes" to this question, you must supply copies of the order(s)</p>

	showing the disciplinary action taken against the license, or documentation showing the status of the pending action.
If I have a criminal history can I still get a real estate license?	Persons with a criminal history may apply for a real estate license. Each applicant is considered on their own merits.
I have been denied by the Florida Real Estate Commission can I request that Florida Real Estate Commission reconsider the denial of my application?	<p>Yes. An applicant receives a Notice of Intent to Deny, and the applicant has two options:</p> <ol style="list-style-type: none"> <li>1. An informal hearing to appear before the Florida Real Estate Commission, or</li> <li>2. A formal hearing in front of an administrative law judge may be requested.</li> </ol> <p>In your Notice of Intent to Deny, review the section, Notice of Rights. It explains you may seek review of the order by filing a petition with the Division of Real Estate within 21 days from the receipt of the notice.</p> <p>The petition is mailed to: Division of Real Estate 400 West Robinson Street, Orlando Florida 32801</p>
I have been denied by the Florida Real Estate Commission twice, what can I do, I still want to be licensed?	The applicant will receive a Final Order indicating the appellate rights, or you may reapply in the future.
If I have a degree in real estate. Do I need to take the pre-licensing course?	<p>Individuals with a four-year real estate degree are exempt from the 72 hour pre-licensing course for broker, but must make application and take the state exam. Applicants with a four-year real estate degree must include an official transcript with their application as required in Rule 61J2-3.012(2), Florida Administrative Code. Failure to do so may delay the processing of the application.</p> <p>Additionally, applicants with a four-year degree in real estate are exempt from post-licensing education but not continuing education.</p>
I am an attorney. Do I need to take the pre-licensing course for brokers?	Yes. Attorneys are required to take the 72 hour pre-licensing course for brokers

	and are required to take the 60 hour broker post- licensing course
What happens if I fail my state exam?	The applicant can reschedule with Pearson VUE until the education and/or application expires.
Once I pass the state exam when will I get my license?	The testing vendor will download the passing grade information to the department's system and at that point the system will automatically issue a license number. The department issues the license automatically within 10 business days of passing the examination.

## Broker Renewal

What education courses are required to renew my broker's license for the first time?	A broker must complete the 60-hour post-licensing course, within the initial renewal period, prior to the expiration date. The expiration date can be found on the license or viewed on the broker's online account.
Is anyone exempt from the post-licensing education course?	A person with a four year real estate degree is the only person exempt from post-licensing education.
If I have a four year real estate degree, is there anything I need to provide to prove I am exempt from post-licensing education?	Send your official transcript, along with a letter of request for equivalency to: Division of Real Estate-Attn: Education Section-400 West Robinson Street Suite N801, Orlando, Florida 32801. Please send this information in advance of the expiration date to give the Education Section time to review and make a proper determination.
Is there any exception if I did not complete the post licensing education prior to the expiration date?	<a href="#">Rule 61J2-3.020 (9), Florida Administrative Code</a> , states that the Commission may allow up to an additional 6-month period after the first renewal following licensing for brokers and sales associates, who cannot, due to individual physical hardship, complete the course within the required time.
What is the definition of individual physical hardship?	Individual physical hardship is defined in <a href="#">Rule 61J2-3.013 (2), Florida Administrative Code</a> , as a situation when a person desiring to take the Commission

	<p>prescribed course cannot, by reason of <u>a</u> physical disability; attend the place where the classes are conducted.</p>
<p>I am a broker who failed to complete my post-licensing education. Is there any way I can continue to work in real estate?</p>	<p>Yes, after the license has gone null and void you have the option within six months after the expiration date to revert the license from broker to sales associate. You will need to complete a 14 hour continuing education course after your expiration date. Then complete the RE 10 Sales Associate/Broker Associate transaction form and pay the \$85 fee online. You can complete this form by going to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for license" click option 2 &gt; log into your account &gt; click on revert license to sales associate. Failure to revert the license status within the six months after expiration of the broker's license will result in the license remaining null and void.</p>
<p>What is the continuing education requirement for brokers after the initial renewal?</p>	<p>A broker is required to complete 14 hours of continuing education every two years prior to renewing the license as long as it is not the first renewal. (Post licensing education must be done in order to renew in the first renewal cycle.)</p> <p>Attorneys in good standing with the Florida Bar are exempt from 14 hours of continuing education need to send a copy of their Florida Bar card with their renewal notice to claim their CE exemption.</p> <p>A renewal is made up of two components, education and fees. Both of these components must be complete before a license can be renewed.</p>
<p>What happens if a broker does not complete the 14 hours of continuing education prior to the expiration date?</p>	<p>The license will become involuntary inactive. The licensee can not renew the license if they have not done the required continuing education. The department allows up to 12 months after the expiration date to complete the 14 hours continuing education and pay the renewal fee, which will include a late fee of \$45. You may not operate while your</p>

	license is inactive.
If I failed to renew my license and more than 12 months has passed what the requirements for renewal?	If a broker allows the license to remain involuntary inactive for more than 12 months, but less than 24 months, a 28 hour reactivation education course is required as well as all renewal and late fees before the end of their second renewal cycle. Failure to do so will result in the license going to null and void.
What are my requirements if I took 14 hours of education, but failed to pay the renewal fees for the last renewal cycle and I received a renewal notice stating I'm "Involuntary Inactive"?	The previous 14 hours of continuing education will cover the previous renewal cycle. You will need to complete another 14 hours of continuing education and pay the renewal and late fees.
Can my continuing education hours carry over from one renewal period to another?	No, the continuing education hours must be completed during the renewal cycle for which you are seeking credit.
Does a licensee have to do continuing education hours while they are voluntarily inactive?	Yes, a voluntarily inactive licensee must pay the same fee and complete the continuing education requirements. The requirement to renew the license is not based on active or inactive status.
Can I receive continuing education credit for attending a Florida Real Estate Commission Meeting?	Yes, <a href="#">Section 475.182(1)(b)</a> , Florida Statutes, states that the "commission may accept attendance at one legal agenda session of the commission for 3 hours of continuing education per renewal cycle. In order to obtain credit, the licensee must notify the division at least 7 days in advance of his or her intent to attend. A licensee may not earn any continuing education credit for attending a legal agenda session of the commission as a party to a disciplinary action."
I have been denied by the Florida Real Estate Commission can I request that Florida Real Estate Commission reconsider the denial of my application?	Yes. An applicant receives a Notice of Intent to Deny, and the applicant has two options:  1. An informal hearing to appear before the Florida Real Estate Commission, or 2. A formal hearing in front of an administrative law judge may be requested.



## Broker – License Maintenance/Change of Status

<p>How do I become a sole proprietor?</p>	<p>A licensed broker can become a sole proprietor by completing and submitting the form DBPR RE 11-Broker Transactions form. The form is located at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license"&gt;click on option 2&gt;sign into your online account and choose the option of Real Estate&gt;click on "Become Active-Qualify Sole Proprietorship"</p>
<p>I am a broker working as a sole proprietor. Can I work out of my home?</p>	<p>Yes, provided that no local laws prohibit home offices, such as municipality or county zoning laws. One enclosed room in the home must be designated to conduct business with customers. The designated office must have a proper sign. See <a href="#">Section 475.22(1), Florida Statutes.</a> and <a href="#">Rule 61J2-10.22, Florida Administrative Code.</a></p>
<p>I want to be a broker for a real estate brokerage, what do I need to complete this process?</p>	<p>You will require the form DBPR RE 7 – Real Estate Company. You can apply using the online services or a paper application. This information can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license"</p>
<p>Can I be the holder of more than one broker license?</p>	<p>Yes, you may be a broker of multiple corporations at the same time and be a sole proprietor. For each entity or business you are a broker with, you will require a separate individual license and will be required to renew each license to prevent any license lapses with the entity or businesses they are related to.</p>
<p>If I am a broker for more than one brokerage do I have to be an officer in both companies?</p>	<p>Yes, all brokers must be an officer or director, partner, member, or manager for all the brokerage companies they work for.</p>
<p>Does a broker have to register the Trade Name, D/B/A, Fictitious Name with Secretary of State?</p>	<p>It is not required under <a href="#">Chapter 475, F.S.</a> however if another entity is registered with the Department of State you may not use that name.</p>
<p>Can I be a sole proprietor and add a PA or LLC designation to my license?</p>	<p>No. Only sales associates, broker associates or entities may be organized as a PA or LLC.</p>

<p>Can I work before the status is changed in the Department of Business and Professional Regulation system?</p>	<p>You are not able to operate until the department website reflects your requested status and proper broker or brokerage. You may monitor your request from our website at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> . Select "Renew/Maintain a License" and logon to your account.</p>
<p>How long does a broker have to keep business records?</p>	<p>A broker is required to maintain legible records of all transactions, financial records, etc. for a period of five years. If any record has been subject to litigation or used as evidence, it must be maintained until at least two years after the litigation has concluded. All such records of a brokerage are subject to review by the department's real estate investigators during normal business hours.</p>
<p>How do I cancel one of my licenses if I hold multiple licenses?</p>	<p>You send a letter with the broker license number and related license number you wish to cancel; state in the letter whether you are closing the related license or whether you are resigning your position as broker with the related entity. You will mail the letter to: Department of Business and Professional Regulation-1940 North Monroe Street, Tallahassee, Florida 32399-1027</p>
<p>How do I get a certification of license history to give to another state?</p>	<p>You will send a written request with your name, license number, address to which the certification is to be mailed, the state for which it is needed, and fee in the amount of \$25.00 payable to and mailed to: Department of Business and Professional Regulation-1940 North Monroe Street, Tallahassee, Florida 32399-1027. Please allow sufficient time for processing.</p>
<p>What is required to make a broker's license inactive?</p>	<p>The broker may complete form DBPR RE 11- Broker Transaction form and voluntarily make their license inactive or go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "renew maintain license" and make the license inactive using the online account.</p> <p>If you are the only broker for the company, or you are a sole proprietor all</p>

	sales associates will become inactive when your broker license becomes inactive.

## Broker Associate – License Maintenance/Change of Status

I just passed my broker state exam and I want to activate my license as a broker sales associate. What do I need to accomplish this?	The employing broker can go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "renew maintain license" and activate the broker sales associate through the sole proprietor account, or the entity/corporate account, whichever applies, OR submit the DBPR RE 10-Sales Associate Broker Sales Associate Transaction form.
I'm an active broker and I want to change my status to broker sales associate, what do I need to do?	Submit the form DBPR RE 10 – Sales Associate/Broker Sales Associate Transactions. If you have multiple broker licenses you will have to end all broker relationships to become a broker sales associate. The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license"
What do I need to do to change my status to inactive?	The employing broker can go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "renew maintain license" and activate the broker sales associate through the sole proprietor account, or the entity/corporate account, whichever applies, OR submit the DBPR RE 10-Sales Associate Broker Sales Associate Transaction form.
How does a broker associate incorporate so they can file their taxes as a business entity?	Licenses should consult with a private attorney regarding steps for incorporation or a representative with Department of State, Division of Corporations. However, the department will only allow formation of the business in the licensee's legal name as it appears on the real estate license by adding P.A. or LLC to their name.  See <a href="#">Section 475.161, Florida Statutes</a> ,

	under Statute and Rules on our website for the complete wording.
How do I get a duplicate license?	If you just passed your exam, you must allow at least thirty days from issue date before requesting a duplicate, or if you are a current licensee and request a duplicate, you must submit form DBPR RE-10 Sales Associate Broker Sales Associate Transactions and the applicable fees. The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license"
How do I get a certification of license history to give to another state?	You will send a written request with your name, license number, address to which the certification is to be mailed, the state for which it is needed, and fee in the amount of \$25.00 payable to and mailed to: Department of Business and Professional Regulation-1940 North Monroe Street, Tallahassee, Florida 32399-1027. Please allow sufficient time for processing.

### ***Instructor***

What is a real estate instructor?	An instructor is an individual who instructs persons in the classroom in non-credit courses in a college, university, or community college or courses in an area technical center or proprietary real estate school. The department issues a license/permit number to an instructor to teach Florida real estate courses.
What are the requirements to become a real estate school instructor?	In order to become a real estate school instructor you must meet the following requirements:  Qualifications: Must qualify by passing the real estate instructor exam.  Examinations: The examination is given by Pearson Vue. To <a href="#">Learn more</a> visit their website to find a location near you to complete your fingerprints and to set up your exam once the application has been approved by the Department of Business and Professional Regulation. The

	<p><a href="#">Candidate Information Booklet</a> is a useful source to help guide you through the examination process.</p> <p>Application: Complete the application by clicking on the "Printable Application" link at the bottom of the page.</p> <p>Fee: The fee is \$105 which can be paid by personal check or money order.</p> <p>Fingerprints: Must have a background check as part of the licensing process. To learn more about fingerprinting, please visit our <a href="#">fingerprint FAQs</a></p> <p>Irrevocable Consent to Service: Non-Florida residents are required to submit a notarized irrevocable consent to service, Section VII of application.</p> <p>More information: <a href="#">Learn more</a> about this profession's application requirements</p>
<p>Can I apply online for a real estate license?</p>	<p>Some applications can be filed online. You may apply online by going to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and click on "Apply for License"&gt; click "Real Estate" and then click the type of license you would like to apply for. You may monitor the status of your application process from the same website.</p> <p>Non-Florida residents and those seeking to qualify for a sales associate license by mutual recognition are unable to complete the application process online. For those applications types, please fill in the application <a href="#">DBPR RE 3</a>. You can locate this form from the department's <a href="#">home page</a> click on "Apply for License"&gt;click "Real Estate" and then click the Real Estate Instructor. Please complete the form online and print the form once complete and submit the paper application and all necessary documents to the Department of Business and Professional Regulation at 1940 North Monroe Street, Tallahassee, Florida 32399-1027.</p>
<p>Where can I get the applications and</p>	<p>These forms are available at</p>

forms if I want to mail my application?	<a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and click on "Apply for a License" > click "Real Estate" and then click the type of license you would like to apply for. The application is printable using the "Apply Using a Printable Application" button at the bottom of the page.
Do I need to submit fingerprints to obtain a license?	Yes, fingerprints are required for all applicants. The department uses these finger prints to run a background check on applicants as required by Florida Statutes. To learn more about fingerprinting, please visit our <a href="#">fingerprint FAQs</a> .
How do I submit my fingerprints?	<p>Electronic fingerprinting is required by law and reduces processing time. In the traditional method of fingerprinting, a fingerprint card was submitted to the Department of Business and Professional Regulation. The card was then sent to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for processing. Now, applicants' fingerprints will be scanned and electronically submitted directly to the Florida Department of Law Enforcement and Federal Bureau of Investigation.</p> <p>Electronic fingerprinting reduces the likelihood of illegible fingerprints or missing information on the fingerprint card and may reduce the overall application processing time.</p> <p>Pearson VUE is the examination and an electronic fingerprinting contracted vendor for the Department of Business and Professional Regulation. For more information, please visit Pearson VUE website, <a href="http://www.pearsonvue.com/">http://www.pearsonvue.com/</a> and select "Digital Fingerprinting Services", or contact the Pearson VUE reservation center at 1.888.274.2020 select option #7 (TTY 1.800.274.2617).</p>
What is considered "extensive real estate experience" for the purpose of applying for a real estate instructor's license?	As defined by rule <a href="#">61J2-17.011</a> , Florida Administrative Code, "extensive real estate experience" shall be defined as a minimum of three years of full-time experience as a broker. This experience must include having participated in closing at least five real estate transactions as a licensee, or as the

	employing broker of licensees, for either party to the transaction, within the 12-month period immediately preceding the filing of an instructor's application.
How long is my application good for?	An application is good for two years from the date a complete application is received.
Can I check the status of my application online?	Yes, to check the status of your application go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> >click on "apply for License"> from the left side under "Public Services" click> "View Application Status."
I have been online looking at the status of my application and it is showing a deficiency that states "no exam requested", why?	The online application will show certain items as deficient until the department reviews the application and clears each item off the deficiency list in the system. The "no exam request" means you have not yet been approved for the exam. This is usually the last item cleared when the department approves the application.
If I have a criminal history can I still get a real estate license?	Persons with a criminal history may apply for a real estate license. Each applicant is considered on their own merits.
What do I need to submit with my application if I answer yes to one of the background questions?	<p>It is imperative to read the application question relative to criminal history carefully and fully disclose all incidents that apply. Failure to disclose may be cause for denial or disciplinary action against your license.</p> <p>During the 2009 Legislative Session, the Florida Legislature passed House Bill 425, which became law on October 1, 2009. Beginning October 1, 2009, House Bill 425 requires all professional licensees to report to the department within 30 days of being convicted or found guilty of, or having plead nolo contendere or guilty to a crime in any jurisdiction. House Bill 425 also requires that any conviction prior to October 1, 2009 be reported by November 1, 2009. A licensee who fails to report that information may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the criminal self-reporting document and mail to the department as provided on the form.</p>

	<p>You will need to provide a written explanation of each disclosure as well as submit the following documentation:</p> <p>Question 1: If you answer "yes" to this question, you must provide a copy of the arrest report, copies of the disposition or final order(s), and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required. If you are still on probation, you must supply a letter from your probation officer, on official letterhead, stating the status of your probation.</p> <p>Question 2: If you answer "yes" to this question, you must provide a copy of the judgment or decree. You must also supply documentation proving all sanctions have been served and satisfied, or if not, stating the current status of any proceedings.</p> <p>Question 3: If you answer "yes" to this question, you must supply copies of documentation explaining the denial or pending action.</p> <p>Question 4: If you answer "yes" to this question, you must supply copies of the order(s) showing the disciplinary action taken against the license, or documentation showing the status of the pending action.</p>
<p>Can I request that Florida Real Estate Commission reconsider the denial of my application?</p>	<p>Yes. An applicant receives a Notice of Intent to Deny, and the applicant has two options:</p> <ol style="list-style-type: none"> <li>1. An informal hearing to appear before the Florida Real Estate Commission, or</li> <li>2. A formal hearing in front of an administrative law judge may be requested</li> </ol>



	<p>In your Notice of Intent to Deny, review the section, Notice of Rights. It explains you may seek review of the order by filing a petition with the Division of Real Estate within 21 days from the receipt of the notice.</p> <p>The petition is mailed to: Division of Real Estate 400 West Robinson Street, Orlando Florida 32801</p>
I have been denied by the Florida Real Estate Commission twice, what can I do, I still want to be licensed?	The applicant will receive a Final Order indicating the appellate rights, or you may reapply in the future.

### Instructor – Renewal

What education courses are required to renew my instructor's license?	All persons holding "school instructor" permits shall recertify their competency during each permit period by satisfactorily completing 7 classroom hours of instruction and/or instructional techniques as prescribed and conducted by the Florida Real Estate Commission.
Is there any post licensing or continuing education requirements for the initial renewal of a real estate instructor?	The department requires no post-licensure course. If the initial license has an expiration date less than twelve months from the issue date, the instructor does not have any continuing education requirements for the first renewal. If the department issued the initial license more than twelve months, the instructor must complete a 7- hour instructor seminar conducted by the Florida Real Estate Commission.
Where can I find the list of the seminars conducted by the Florida Real Estate Commission?	The Florida Real Estate Commission offers several seminars each year and posts the dates and locations on the division home page along with online registration. Go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> > click on "Doing Business with us" > click on Real Estate division page > the information when available will be listed on the front page
Can my continuing education hours carry over from one renewal period to another?	No, the continuing education requirement has to be completed for each renewal cycle following the initial renewal of your license.

Does a licensee have to do continuing education hours while they are inactive?	Yes, a licensee pays the same fee and must complete the continuing education requirements regardless if they are inactive or active. The renewal of the license is not based on active or inactive status.
What are the components of license renewal?	A renewal is made up of two components: education and fees. Both of the components must be complete before a license can be renewed. Failure to complete both components could result in losing your license.

### **Instructor – License Maintenance/Change Status**

How do I activate my Instructor's license with a school?	Please complete Instructor Transactions form (DBPR RE-13). The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license" and select Option #1.
Can I work for more than one school at the same time?	Yes, you would need to apply for multiple instructor licenses. You must have a separate instructor license for each school you teach with. Complete Instructor Transactions form (DBPR RE-13) and submit fees. The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license"
How do I get a duplicate license?	You must submit Instructor Transactions form DBPR RE-13 and the applicable fees. The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license" and select Option #1.
How do I get a certification of license history to give to another state?	Please send a written request with your Name, Address to mail the certification to, which state you need it for, license number, and fee in the amount of \$25.00 payable to and mailed to: Department of Business and Professional Regulation- 1940 North Monroe Street, Tallahassee, Florida 32399-1027. Please allow sufficient time for processing.

## **Real Estate School**

Who must have a school permit?	A school permit must be obtained by any individual or entity that offers real estate courses for credit to be recognized by the department.
What is a school permit holder?	A school permit holder is the individual who is responsible for directing the overall operation of a proprietary real estate school. A school permit holder must be the holder of a license as a broker, either active or voluntarily inactive, or must hold an instructor's permit. A school permit holder must also meet the requirements of a school instructor if actively engaged in teaching.
How do I register a real estate school?	<p>In order to register a real estate school you must complete the following:</p> <p>APPLICATION: Complete the application which can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> &gt; click "Apply for License" and select the appropriate license.</p> <p>FEE: The fee is \$135 which can be paid by personal check or money order.</p>
What is a school permit holder?	A school permit holder is the individual who is responsible for directing the overall operation of a proprietary real estate school. A school permit holder must be the holder of a license as a broker, either active or voluntarily inactive, or must hold an instructor's permit. A school permit holder must also meet the requirements of a school instructor if actively engaged in teaching.
What is a school chief administrator?	A school chief administrator is the individual who is responsible for the administration of the overall policies and practices of a real estate school. A chief administrator must also meet the requirements of a school instructor if actively engaged in teaching.
What are the requirements to become a school chief administrator?	<p>APPLICATION: Complete the application at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> &gt;click on "Apply for License" and select Option #1.</p> <p>FEE: The fee is \$85 which can be paid</p>

	<p>either by using our Online Services or by personal check or money order.</p> <p>FINGERPRINTS: Must have a background check as part of the licensing process. To learn more about fingerprinting, please visit our <a href="#">fingerprint FAQs</a></p> <p>MORE INFORMATION: <a href="#">Learn more</a> about this profession's application requirements.</p>
I am a school permit holder; do I need to have a school chief administrator?	No, there is no requirement for a school permit holder to employ a school chief administrator.
Can I apply online for a real estate license?	Yes you may apply online by going to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and click on "Apply for License" > click "Real Estate" and then select the type of license you would like to apply for. You may monitor the status of your application process from the same website.
Where can I get the applications and forms if I want to mail my application?	These forms are available at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and click on "Apply for a License" > click "Real Estate" and then select the type of license you would like to apply for. The application is printable using the "Apply Using a Printable Application" button at the bottom of the page.
Do I need to submit fingerprints to obtain a license?	Yes, fingerprints are required for all applicants. The department uses these finger prints to run a background check on applicants as required by Florida Statutes.
How do I submit my fingerprints?	<p>Electronic fingerprinting is required by law and reduces processing time.</p> <p>In the traditional method of fingerprinting, a fingerprint card was submitted to the Department of Business and Professional Regulation. The card was then sent to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for processing. Now, applicants' fingerprints will be scanned and electronically submitted directly to the Florida Department of Law Enforcement and Federal Bureau of Investigation.</p> <p>Electronic fingerprinting reduces the likelihood of illegible fingerprints or missing information on the fingerprint</p>

	<p>card and may reduce the overall application processing time.</p> <p>Pearson VUE is the examination and an electronic fingerprinting contracted vendor for the Department of Business and Professional Regulation. For more information, please visit Pearson VUE website, <a href="http://www.pearsonvue.com/">http://www.pearsonvue.com/</a> and select "Digital Fingerprinting Services", or contact the Pearson VUE reservation center at 1.888.274.2020 select option #7 (TTY 1.800.274.2617).</p>
How long is my application good for?	An application is good for two years from the date a complete application is received.
Can I check the status of my application online?	Yes, to check the status of your application go to <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> >click on "apply for License"> from the left side under "Public Services" click> "View Application Status."
If I have a criminal history can I still get a real estate license?	Persons with a criminal history may apply for a real estate license. Each applicant is considered on their own merits.
What do I need to submit with my application if I answer yes to one of the background questions?	<p>It is imperative to read the application question relative to criminal history carefully and fully disclose all incidents that apply. Failure to disclose may be cause for denial or disciplinary action against your license.</p> <p>During the 2009 Legislative Session, the Florida Legislature passed House Bill 425, which became law on October 1, 2009. Beginning October 1, 2009, House Bill 425 requires all professional licensees to report to the department within 30 days of being convicted or found guilty of, or having plead nolo contendere or guilty to a crime in any jurisdiction. House Bill 425 also requires that any conviction prior to October 1, 2009 be reported by November 1, 2009. A licensee who fails to report that information may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the criminal self-reporting document and mail to the department as provided on the form.</p>

	<p>You will need to provide a written explanation of each disclosure as well as submit the following documentation:</p> <p>Question 1: If you answer "yes" to this question, you must provide a copy of the arrest report, copies of the disposition or final order(s), and documentation proving all sanctions have been served and satisfied. You must supply this documentation for each occurrence. If you are unable to supply this documentation, a certified statement from the clerk of court for the relevant jurisdiction stating the status of records is required. If you are still on probation, you must supply a letter from your probation officer, on official letterhead, stating the status of your probation.</p> <p>Question 2: If you answer "yes" to this question, you must provide a copy of the judgment or decree. You must also supply documentation proving all sanctions have been served and satisfied, or if not, stating the current status of any proceedings.</p> <p>Question 3: If you answer "yes" to this question, you must supply copies of documentation explaining the denial or pending action.</p> <p>Question 4: If you answer "yes" to this question, you must supply copies of the order(s) showing the disciplinary action taken against the license, or documentation showing the status of the pending action.</p>
<p>Can I request that Florida Real Estate Commission reconsider the denial of my application?</p>	<p>Yes. An applicant receives a Notice of Intent to Deny, and the applicant has two options:</p> <ol style="list-style-type: none"> <li>1. An informal hearing to appear before the FREC, or</li> <li>2. A formal hearing in front of an administrative law judge may be requested</li> </ol> <p>In your Notice of Intent to Deny, review</p>

	<p>the section, Notice of Rights. It explains you may seek review of the order by filing a petition with the Division of Real Estate within 21 days from the receipt of the notice.</p> <p>The petition is mailed to: Division of Real Estate 400 West Robinson Street, Orlando Florida 32801</p>
How do I change the name of a real estate school?	<p>Submit form Real Estate School Change of Status Transactions form (DBPR RE 6). The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license". If the school is incorporated, request an amended Certificate of Incorporation from the Department of State <a href="#">Division of Corporations</a> and include with the Real Estate School Change of Status Transactions form (DBPR RE 6).</p>
I am an owner of a school and the permit holder is leaving, do I need to apply for a new school permit?	<p>Yes. You will need to complete form Application for School Permit (DBPR RE-5). The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license". You will find the application</p>
How does a real estate school get real estate courses approved?	<p>A school permit holder should complete the <a href="#">Request for Course Evaluation form</a> (RE 2090), and send all course materials with the form for review and approval. This information should be sent to the Department of Business and Professional Regulation, Bureau of Education &amp; Testing 1940 North Monroe Street, Tallahassee, Florida 32399-1027.</p>

## ***Companies***

What is a real estate company?	<p>Any partnership, limited liability partnership, limited liability company, or corporation which acts as a broker may apply as a real estate company.</p>
What are the requirements to register a real estate company?	<p>In order to qualify a real estate company you need to complete the following requirements:</p> <p>Application Complete the Application for Real Estate Company License form (DBPR RE 7). The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on</p>

	<p>"Apply for a license" and select Option #1.</p> <p>Qualifying Broker Required: In order to be registered as a real estate company, the company must have at least one active broker (the "qualifying broker"). This person should complete and sign this application.</p> <p>Fee: The fee is \$95 which can be paid either by using our Online Services or by personal check or money order.</p>
What is a T/A, D/B/A or fictitious name?	T/A is a Trade Name, "trading as", D/B/A is "doing business as" and a fictitious name is the registered name with the Department of State. A sole proprietor or corporation can choose to add one of the above designations and operate as such.
Does my company need to register the trade name, D/B/A or fictitious name with the Department of State?	It is not required under Chapter 475, Florida Statutes, however if another entity with that name is registered with the Department of State you may not use that name. For additional information please check with the Department of State, <a href="#">Division of Corporations</a> .
Can one broker terminate another broker in a corporation/LLP or LLC?	Yes, one broker can terminate another broker in a corporation/LLP or LLC if official documentation is submitted, such as a letter of resignation or the Articles of Incorporation showing the removal of the broker/officer, or the minutes of the meeting showing the broker is removed as officer.
How do I change my corporation name with DBPR?	Complete form Real Estate Company Transactions form (DBPR RE 12) and include the appropriate fee. The form can be found at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license". Remember that you must amend your corporate charter with the Department of State/Division of Corporations before submitting request for name change with the DBPR.
I want to change or add a qualifying broker to my existing brokerage, what is required?	To change or add a qualifying broker to an existing brokerage, please complete form Real Estate Company Transactions form (DBPR RE 12), you may obtain this form at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license". Remember that



	the Department of State/Division of Corporations website must reflect the change before the DBPR/Division of Real Estate can process your requests. You may visit <a href="http://www.sunbiz.org">www.sunbiz.org</a> to find out how to make changes with the Department of State/Division of Corporations.
How do I close a corporation?	The broker submits a letter stating the entity will no longer operate as a real estate brokerage. Remember this will end the relationships of all related licenses for sales associates, broker sales associates, and branch offices. The holder of multiple broker licenses will end the relationship with only the brokerage being cancelled and the broker license will be placed as license authority voided.
Can a branch office use a different name other than the corporate name?	No, all branch offices must have the same name as the corporate name. Also, no individual, partnership, or corporation may be registered under more than one trade name.
What forms do I need to submit to designate the branch office broker?	All broker licensees are affiliated with the corporate license and can work in any or all of the branch offices. There are no forms for this issue since Department of Business and Professional Regulation does not list agents under branch offices.

### ***Certification of License History***

How do I obtain a license certification?	Please submit a written request for certification of license history and include your name, address where the certification is to be sent, license number, the state for which you are requesting it and a fee of \$25.00 per state. This request may be sent to: Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee, FL 32399 – Attn: Central Intake-DRE-Certification License History
Where do I send the fee?	Please make check payable to Department of Business and Professional Regulation and remit to: Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee, FL 32399 – Attn: Central Intake-DRE-

	<b>Certification License History</b>
Do I need a license certification to upgrade from sales associate to broker?	If you are going to use experience from a state other than Florida you will need a certification of license history from that state. The certification must contain your initial license exam type, current license status, disciplinary information, and how many active months of licensure within the preceding five years.

## ***FEE***

How do I know what fee is owed for the request I'm submitting?	All real estate application fees are outlined in the checklist section for each application.  A schedule of real estate fees (initial and renewal) may also be found on the <a href="#">Florida Real Estate Commission home page</a> .
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## ***Mutual Recognition***

Does Florida have reciprocity with any state?	No, Florida has mutual recognition agreements with 9 states: <a href="#">Alabama</a> , <a href="#">Arkansas</a> , <a href="#">Connecticut</a> , <a href="#">Georgia</a> , <a href="#">Indiana</a> , <a href="#">Mississippi</a> , <a href="#">Nebraska</a> , <a href="#">Oklahoma</a> and <a href="#">Tennessee</a> . Please visit our <a href="#">Mutual Recognition Information</a> web page to learn more. Mutual recognition allows for a sales associate or broker to apply as a sales associate or broker in Florida exempting them from the pre-license education and requiring them to take the 40 question Florida laws section of the state exam.
What does it mean to apply under mutual recognition?	Mutual recognition allows for a sales associate or broker to apply as a sales associate or broker in Florida exempting them from the pre-license education and requiring them to take the 40 question Florida laws section of the state exam.
I moved to Florida, can I apply for mutual recognition?	No. If you are already a Florida resident, you do not qualify for mutual recognition.
I am a sales associate in a state with mutual recognition; can I apply for a broker license in Florida?	No. Mutual recognition is for equivalent licensing which means that if you are a sales associate in a mutual recognition

	<p>state you can apply for sales associate in Florida under mutual recognition</p> <p style="text-align: center;"><b>OR</b></p> <p>Use your two year experience within the past five years in your current state as a sales associate to apply for a broker's license in Florida; however, this would not be a mutual recognition application. You would be required to take the broker pre-licensure course and the full 100 question state exam.</p> <p>The <a href="#">Candidate Information Booklet</a> is a useful source to help guide you through the examination process.</p>
<p>How do I become a broker if I have two years experience in another state?</p>	<p>If you are in a state in which Florida has a Mutual Recognition Agreement you may apply for a Florida broker license under mutual recognition. If you are not in a state that has mutual recognition with Florida you can use your two year experience within the past five years in your current state as a sales associate to apply for a broker's license in Florida; however, this would not be a mutual recognition application. You would be required to take the broker pre-licensure course and the full 100 question state exam.</p> <p>The <a href="#">Candidate Information Booklet</a> is a useful source to help guide you through the examination process.</p>
<p>What education requirements are there if I am applying for mutual recognition?</p>	<p>Mutual recognition applicants are required to take the 40-question law exam, and are not required to take a pre-license course. However, post license education is required to be taken within the initial renewal period followed by continuing education each renewal cycle thereafter.</p>

## **Complaints**

<p>How do I file a complaint against a real estate licensee?</p>	<p>Go to the <a href="#">Division of Real Estate Forms</a> web page and print a copy of the Uniform Complaint form (RE 2200). Please follow the instructions and mail it with the required documentation to: Division of Real Estate 400 West Robinson Street, Suite N-801, Orlando, FL 32801.</p>
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<p>What do I need to submit with the complaint form?</p>	<p>Please be sure to include any documentation which addresses the complaint.</p> <p>Examples of this documentation may include:</p> <ul style="list-style-type: none"> <li>*Sales Contract (front and back)</li> <li>*Cancelled checks (front and back)</li> <li>*Lease/Rental Agreement (front and back)</li> <li>*Listing/Management Agreement (front and back)</li> <li>*Closing Statement</li> <li>*Multiple Listing Printout</li> <li>*Appraisals</li> <li>*Repair Bills</li> <li>*Monthly Statements</li> <li>*Correspondence</li> <li>*Agency Disclosure Statement</li> <li>*Judgment/Civil Law Suit</li> </ul>
<p>Has the Division of Real Estate received my complaint?</p>	<p>The Division of Real Estate will send the complainant a letter upon receipt of the complaint. After a review of the complaint, a complaint analyst will inform the complainant, by letter, of the status of the complaint.</p>
<p>What happens to my complaint when you receive it?</p>	<p>When a complaint is received, it is forwarded to a complaint analyst. The analyst reviews the complaint and if there appears to be a violation supported by documentation, a case number is assigned and the case is forwarded to the appropriate regional investigative field office for investigation.</p> <ol style="list-style-type: none"> <li>1. If the complaint does not have sufficient information to support the alleged violation, it is assigned a case number and a letter is sent to the complainant requesting additional information.</li> <li>2. If there does not appear to be a violation of real estate license law or the Department of Business and Professional Regulation does not have jurisdiction over the matter, a letter is sent to the complainant explaining that a case will not be opened.</li> </ol>
<p>At what point does a complaint become public information?</p>	<p>A complaint is not public until 10 days after the finding of probable cause. If probable cause is not found the case will remain confidential. See Section <a href="#">455.225(4)</a> for exact wording</p>

Is there a fee for the copies of a complaint?	Yes, the Clerk's Office will copy the information and notify you of the amount of the copying fee. The fee will need to be paid before the Clerk can mail the copies. Please include the statute pertaining to public records requests and fees.
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## ***Disciplinary***

What disciplinary action can be taken against a real estate licensee?	Florida Real Estate Commission can fine, suspend, revoke, place on probation or reprimand licensees. For more information please refer to Section 475.25, <a href="#">Florida Statutes</a> & Rule 61J2-24, <a href="#">Florida Administrative Code</a>
How can I find out if there have been complaints or disciplinary actions filed against a particular licensees?	<p>Please search for the licensee on the Department of Business and Professional Regulation online services, <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> and select "Verify a License". For further information on disciplinary actions against licensees, view the <a href="#">Real Estate Disciplinary Actions</a> Report.</p> <p style="text-align: center;">OR</p> <p>Send a written request to Real Estate Investigations, at 400 W. Robinson Street, Suite. N-801, Orlando, Florida, 32801. Please include the correct spelling of the licensee name (last, first, middle initial if available).</p>

## ***Escrow***

What is an escrow or trust account?	Generally, for the purposes of the real estate licensee, an escrow account or trust account is used to hold fees entrusted to the broker, pertaining to a real estate transaction.
Is a broker required to have an escrow account?	No. A broker is not required to have an escrow account.
Where may a broker establish an escrow account?	Escrow monies may only be maintained in banks, trust companies, title companies, credit unions or savings and

	loan institutions located in Florida.
When must funds be deposited in an escrow account?	All monies to be escrowed should be immediately deposited upon receipt by the licensee. "Immediately" has been defined as the placement of a deposit in an escrow account no later than the end of the third business day following receipt of the item to be deposited.
Is it permissible to keep extra funds in one's escrow account?	It is permissible to keep up to \$5,000 of personal or brokerage funds in the broker's rental distribution escrow account and up to \$1,000 of personal or brokerage funds in the broker's sales escrow account. The monthly reconciliation statement must specifically identify the overage amount, for example "this overage of \$200.00 (or \$180.....) is "seed money" to maintain bank account".
What do I have to do to have an interest-bearing escrow account?	All parties should execute a written agreement to have interest accrue on the deposit and specify to whose benefit the interest is accruing. The account must be insured and maintained in Florida. When it comes time to disburse the principal amount being held in escrow, the funds must be transferred into a non-interest bearing account and disbursed from the non-interest bearing account.
Is a broker required to have a release of deposit form signed by parties involved before releasing a deposit?	No. There is no rule that requires a broker to have a release of deposit form signed by parties involved. However, many brokers/brokerage companies request that the parties involved sign a release to be sure that no dispute exists before disbursing.
Who is responsible for notifying the Florida Real Estate Commission of conflicting demands over monies held in escrow?	The broker who is holding the funds in his or her escrow account is responsible for notifying the Florida Real Estate Commission in writing.
My attorney (or title company) is holding my escrow money, and there is a dispute, can the Division of Real Estate help me?	The Division of Real Estate has no jurisdiction over escrow monies held by an attorney or title company. If there is a dispute, it becomes a civil matter.
When must a broker notify Florida Real Estate Commission that he/she has conflicting demands for escrow funds?	A broker, upon receiving conflicting demands for trust funds being maintained in his/her escrow account, must provide written notification to Florida Real Estate Commission within 15 business days of the last party's demand, and the broker must institute one of the settlement procedures as set forth in Section 475.25 (1) (d) 1, <a href="#">Florida Statutes</a>

	within 30 business days after the last demand.
What is the settlement procedures used in order to settle a conflict over funds placed in escrow?	<p>There are four settlement procedures a real estate broker can use to settle a conflict or a "good faith doubt" over escrow funds. They are:</p> <ol style="list-style-type: none"> <li>1. Request the Florida Real Estate Commission issue an Escrow Disbursement Order determining who is entitled to the escrowed property;</li> <li>2. With the consent of all parties, submit the matter to arbitration;</li> <li>3. by interpleaded or otherwise seek adjudication of the matter by a court; or</li> <li>4. with the written consent of all parties, submit the matter to mediation, the mediation process must be completed within 90 days or the broker will promptly employ another escape procedure.</li> </ol> <p>There are certain time requirements concerning these settlement procedures. Also, a party may elect to commence a civil lawsuit, regardless of the broker's actions concerning these settlement procedures. Section 475.25(1) (d) 1, <a href="#">Florida Statutes</a>.</p>
Once a final Order is issued on an Escrow Disbursement Order (EDO), how long should it take before the broker releases the Escrow funds?	While there is no rule that addresses a specific number of days in which to disburse the funds, the broker should disburse the funds promptly upon receiving the Final Order. If after a reasonable amount of time the broker does not comply with the Final Order, the broker can be prosecuted for a violating a lawful order of the Florida Real Estate Commission.
If buyer and seller are both claiming the deposit, which is being held by the broker, in a transaction that did not close what does the broker do about the escrow funds?	The broker must notify Florida Real Estate Commission in writing to Division of Real Estate-Escrow Section 400 West Robinson Street, Suite N-801, Orlando, Florida 32801
How long should a broker keep abandoned escrow funds?	The broker may maintain the funds and contact the Department of Financial Services (formally known as the Department of Banking and Finance) at (850) 410-9253, for information about Florida laws on abandoned property.

## **Advertising & Signage**

What must be on the yard signs?	If a licensee/broker is involved, the yard sign must comply with advertising requirements. See <a href="#">Rule 61J2-10, Florida Administrative Code</a>
What is required for advertising?	All advertising must be in a manner in which reasonable persons would know they are dealing with a real estate licensee. All real estate advertisements must include the licensed name of the brokerage firm. When the licensee's personal name appears in the advertisement, at the very least the licensee's last name must be used in the manner in which it is registered with Florida Real Estate Commission.
Can a licensee put their nick name on their business cards?	Yes, but it must be with the legal name as well, for example: Robert "Bob" Smith or Robert A. "Bubba" Smith.
Can a sales associate or broker associate have a different address and phone number on their business cards other than the address of record?	Only if it indicates that it is an after hours address and phone number and they also have the address and phone number of the brokerage location.
What type of sign is required for a real estate office?	All active real estate brokers must maintain a sign on or about the entrance of their principal office and all branch offices. The sign shall be placed on either the exterior of the office entrance or the interior of the office; The name of the broker; together with the trade name, if any. For a partnership or corporation the sign shall contain the name of the firm or corporation, or trade name of the firm or corporation along with the name of at least one of the brokers. At a minimum, the words "Licensed Real Estate Broker" must appear (or Lic. Real Estate Broker) on the office entrance signs. <a href="#">Rule 61J2-10, Florida Administrative Code</a>
Does a licensee have to display their license?	No. A licensee does not have to display their license.

## **Unique & General Questions**

Does the Florida Real Estate Commission handle real estate commission disputes?	No. Commission disputes are a civil matter. If a judgment is obtained and the licensee fails to pay the judgment, a complaint can be filed against the licensee for failing to pay a judgment.
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I am in the middle of a real estate transaction and need advice; can the Florida Real Estate Commission or the department help me?	No. You must consult a private attorney. This agency accepts complaints for possible disciplinary action, but cannot give legal advice.
I have a contract with a seller. I have tried three mortgage companies and can not get a loan. The seller is holding the money; can the Florida Real Estate Commission help?	No, this is a civil matter. The Florida Real Estate Commission has jurisdiction over the licensee, not the seller.
I have a problem with my apartment complex manager that won't return my security deposit. How do I get my deposit back?	The Department of Business and Professional Regulation has no jurisdiction over this issue. Please refer to <a href="#">Section 83.49, Florida Statutes</a> (Landlord Tenant law) for information.
Who may work for an owner developer?	A broker may not perform real estate services for a developer unless the developer is also a registered brokerage entity licensed with the department. The developer does not have to have a "CQ" or company license if they sell only their own properties. Therefore the developer is the person responsible for the business affairs, not the broker.
If a broker associate or sales associate works for a broker, can they work part-time for a rental or leasing company?	Yes, but only if the compensation is in the form of a salary, not commission. They may not receive bonuses, commissions or gratuities (dinner, flowers, wine, tickets, whatever) of any kind, no matter what it is called.
Is there a state license for property manager?	No. But the department's <a href="#">community association managers FAQs</a> may provide helpful information.
Does a property manager need a real estate license?	A property manager needs a sales or broker license if the compensation is paid by commission, and handling rentals and leases for others, not personally owned properties. There is not a "Property Manager" license or certificate, the department's Community Association Managers frequently asked questions may provide helpful information. Also, certain rental properties need a license through the <a href="#">Division of Hotels and Restaurants</a> .
What is a "broker of record"?	"Broker of Record" is a term used by the Board of Realtors ®.

<p>A real estate company has more than one broker, who is responsible for the company?</p>	<p>All brokers in a real estate company are equally responsible under <a href="#">Chapter 475, Florida Statutes</a>.</p>
<p>What is required from a licensee when they are moving out of state?</p>	<p>A licensee must update their current addresses with the department within 10 days, and submit an "Irrevocable Consent to Service" form located on the Division of Real Estate <a href="#">forms page</a>.</p>
<p>I am changing my name; do I need to file a name change?</p>	<p>If your personal name is lawfully changed, you may change your name using the Sales associate/Broker Associate Transaction form (RE 10) if you are a sales associate or broker associate. Brokers should use the Broker Transaction form (RE 11). Companies should use the Company Transaction form (RE 12). Instructors use the Instructor Transaction form (RE 13) and Chief Administrators use the Chief Administrator Transaction form (RE 14). Each name change request must contain the appropriate fee and supporting legal documentation for the name change. The forms can be located at <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> click on "Apply for a license", Select Option #1, and click on Real Estate.</p>
<p>Does Florida Real Estate Commission require a licensee to file a change of address?</p>	<p>Yes, each licensee and permit holder is required to notify the department when their address changes within 10 days after the change. This can be done online or submitting the required Sales Associate/Broker Sales Associate Transactions form (<a href="#">DBPR RE-10</a>).</p>
<p>Can I get a refund?</p>	<p>If you wish to withdraw your application you will only be entitled to the unused portion of fees paid. The department must receive your written request for a refund, per <a href="#">Section 215.26</a>, Florida Statutes, no more than 3 years from date of payment.</p> <p>You may submit the <a href="#">refund application</a> and submit to the Division of Real Estate 400 West Robinson Street N801 Orlando, Florida 32801</p> <p>If you have previously submitted an application, please contact the Division of</p>

	Real Estate <u>before</u> submitting a second application.
How do I get a Certification of License History or a Letter of Good Standing?	A certification of license history request requires a written notice with information of your license name, address to return certification to, license number, the state you are needing it for and a fee of \$25.00 payable to DBPR. Please remit to: The Florida Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee, FL 32399-1027 ATTN: Division of Real Estate-Certification Licensure History
I'm an attorney and I need a certification on a licensee for court. How do I obtain this?	A legal certification of license history request requires a written notice on letterhead. Please include the licensee name, license number if known, time frame for the information required, court date if known and the type of information that you are seeking. Mail to: Division of Real Estate – 400 West Robinson Street, Suite N-801, Orlando, FL 32801 or fax the request to 407.317.7245.
After I am licensed do I have to report misdemeanor or felony charges?	During the 2009 Legislative Session, the Florida Legislature passed House Bill 425, which became law on October 1, 2009. Beginning October 1, 2009, House Bill 425 requires all licensees to report to the department within 30 days of being convicted or found guilty of, or having plead nolo contendere or guilty to a crime in any jurisdiction. House Bill 425 also requires that any conviction prior to October 1, 2009 be reported by November 1, 2009. A licensee who fails to report that information, may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the <a href="#">criminal self-reporting document</a> and mail to the department as provided on the form.

## **Realtors/MLS**

What is a REALTOR ®?	A real estate professional who is a member of a local Board of Realtors ®
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	<p>and is affiliated with the state association (Florida Association of Realtors ®) and the National Association of Realtors ®. These are privately run organizations. The department not set their rules, fees or requirements. The term REALTOR ® and real state licensee are not synonymous.</p>
<p>What is the MLS listings (Multiple-Listing Service)</p>	<p>A private arrangement among members of a real estate board or exchange that allows each member to share listings with other members.</p>
<p>What are MLS listing fees?</p>	<p>If a broker is requiring a sales associate to pay a membership fee for access to MLS listing, it is because the broker is a member of a local Board of Realtors ® and the board charges the broker a fee per "active agent", to have access to the MLS listing service, etc.</p> <p>The department has no involvement in this matter. These are private boards, not state run boards. The Florida Association of Realtors ® can provide further assistance. Florida Association of Realtors® can be reached at (407) 438-1400; REALTOR ® Members can call the Legal Hotline at (407) 438-1409.</p>
<p>How can someone get out of a listing?</p>	<p>This is a contractual matter. Questions of this nature should be addressed by an attorney, specializing in real estate contract law.</p>

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