

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Sales Associate/Broker Sales Associate (SL/BL) Transactions
Form # DBPR RE 10

Check the box for the relevant transaction in Section I and complete the appropriate additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For instructions, fees, and additional information, see Section XI, pp. 6-7, of this application.

Section I – Transaction Types

CHECK ONLY ONE OF THE APPLICATION TYPES (Use multiple forms if more than one transaction is applicable)	
<input type="checkbox"/>	Become Active – Sales Associate or Broker Sales Associate (Complete Section II) [2501/3020]
<input type="checkbox"/>	Become Inactive – Sales Associate or Broker Sales Associate (Complete Section III) [2501/4020]
<input type="checkbox"/>	Change of Broker/Employer for Sales Associate or Broker Sales Associate (Complete Section IV) <i>(Note: This transaction deactivates one's employment status with the previous broker/employer and activates employment status with the new broker/employer)</i> [2501/9007]
<input type="checkbox"/>	Add/Remove PA, LLC, PL, or PLLC – Sales Associate or Broker Sales Associate – Fee \$30.00 (Complete Section V) (F.S. 475.161) <i>(Note: See Instructions for information on requirements in addition to this form)</i> [2501/3090-Add, 4090-Remove]
<input type="checkbox"/>	Revert Broker License to Real Estate Sales Associate License – Fee \$85.00 (Complete Section VI) [2501/4050(Active), 4060 (Inactive)]
<input type="checkbox"/>	Become Active with an Owner/Developer - Sales Associate or Broker Sales Associate (Complete Section VII) [2501/3020]
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Name Change – Fee \$25.00 (Complete Section VIII) [2501/8001]
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Address Change (Complete Section IX) [2501/9006] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Address Change with Issuance of Updated License – Fee \$25.00 (Complete Sections IX and X) [2501/8001] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Request Duplicate License – Fee \$25.00 (Complete Section X) [2501/8001]

Section II – Become Active – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Broker's name (if sole proprietor):			
Broker license # (if sole proprietor):			
Name of real estate company (if not sole proprietor):			
Real estate company's license # (if not sole proprietor):			
Signature (SL or BL):			
Signature of qualifying broker of company:			

Section III – Become Inactive – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Name of real estate company or owner/developer SL or BL wishes to become inactive from:			
Signature (SL or BL):			

Section IV – Change of Broker/Employer for Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Broker's Name (New Broker/Employer) (If sole proprietor):			
License # of new Broker/Employer (If sole proprietor):			
Name of real estate company SL or BL is joining (If not sole proprietor):			
License # of real estate company SL or BL is joining (If not sole proprietor) :			
Signature (SL or BL):			
Signature of new qualifying broker:			

Section V – Add/Remove PA, LLC, PL, or PLLC – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Add or Remove PA, LLC, PL, or PLLC?			
<input type="checkbox"/> Add <input type="checkbox"/> Remove			
Adding or Removing PA, LLC, PL, or PLLC?			
<input type="checkbox"/> PA <input type="checkbox"/> LLC <input type="checkbox"/> PL <input type="checkbox"/> PLLC			
Signature of applicant (SL or BL):			

Section VI – Revert Broker (BK) License to Real Estate Sales Associate License (SL)

Last/Surname	First	Middle	Suffix
License number:			
<p>THE UNDERSIGNED DOES HEREBY REQUEST AND CONSENTS TO THE FORFEITURE OF THE REAL ESTATE BROKER LICENSE WITH THE UNDERSTANDING THAT HIS OR HER LICENSE STATUS WILL HEREAFTER BE THAT OF ACTIVE OR INACTIVE REAL ESTATE SALES ASSOCIATE.</p> <p>I understand that signing this document will terminate my broker status with the Division of Real Estate of the Department of Business and Professional Regulation. Such Status shall not be reinstated except upon my compliance with all applicable laws of the State of Florida pertaining to initial application for licensure as a real estate broker.</p>			
Signature:		Date signed:	
<p>NOTES:</p> <ol style="list-style-type: none"> IF THE REVERTER WISHES TO BECOME ACTIVE AS A SALES ASSOCIATE IMMEDIATELY, IN ADDITION TO PROPERLY COMPLETING THIS TRANSACTION HERE, HE OR SHE MUST ALSO PROPERLY COMPLETE DEPARTMENT FORM # DBPR RE 10, "BECOME ACTIVE – SALES ASSOCIATE OR BROKER SALES ASSOCIATE" (SECTION II OF THIS FORM), OFFER PROOF OF COMPLETION OF THE 14-HOUR CONTINUING EDUCATION COURSE FOR REAL ESTATE SALES ASSOCIATES, AND REMIT THE REQUIRED \$85 FEE. Section XI (5) for instructions, requirements, and additional information. This request cannot be filed until after the expiration of the broker license. 			

Section VII – Become Active with an Owner/Developer – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # of (SL or BL):			
Last/Surname (Owner/Developer)	First	Middle	Suffix
Owner/Developer pseudo # (if previously established with DBPR):			
Signature (SL or BL):			
BUSINESS LOCATION ADDRESS (Owner/Developer)			
Street Address			
City	State	Zip Code (+ 4 Optional)	
County (if Florida address)	Country		

Section VIII – Sales Associate or Broker Sales Associate Name Change

LICENSEE INFORMATION	
This transaction is used when the current SL or BL licensee has a name change (e.g. through a legal name change, marriage, divorce, etc.) and must update his/her license information. This is not to transfer an SL or BL license; SL or BL licenses are non-transferable.	
License Number (SL or BL)	
Licensee name (previous)	
Licensee name (new)	
Signature (SL or BL)	

Section IX – Sales Associate or Broker Sales Associate Address Change

LICENSEE INFORMATION	
Licensee name	License Number
Signature (SL or BL)	
NEW PHYSICAL ADDRESS	
Street Address	
City	State
County	Country
NEW MAILING ADDRESS	
Street Address	
City	State
County	Country

Section X – Request Duplicate License

LICENSEE INFORMATION	
License Number (SL or BL)	
Licensee name (SL or BL)	
By signing below – I hereby certify that I need a replacement license issued by the Department of Business and Professional Regulation because (check one): my current license was <input type="checkbox"/> lost <input type="checkbox"/> destroyed, or based on <input type="checkbox"/> name change or <input type="checkbox"/> address change, and that my request for a duplicate license is for a legitimate business purpose.	
Signature of SL or BL	Date

TRANSACTION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your form to ensure faster processing.

TRANSACTION	TRANSACTION REQUIREMENTS
Become Active	<input type="checkbox"/> Complete this form.
Become Inactive	<input type="checkbox"/> Complete this form.
Change of Broker/Employer	<input type="checkbox"/> Complete this form.
Add/Remove PA, LLC, PL, or PLLC	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$30 fee. Make check payable to DBPR.
Revert From Status as a Broker to Real Estate Sales Associate Status	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$30 fee. Make check payable to DBPR.
Become Active with an Owner/Developer	<input type="checkbox"/> Complete this form.
Name Change	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR. <input type="checkbox"/> Submit supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)
Address Change	<input type="checkbox"/> Complete this form.
Address Change with Issuance of Updated License	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR.
Request Duplicate License	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR.

Please mail your completed form, documentation and required fee(s) to:

Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783

Section XI – Instructions and Additional Information

If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

1. **Become Active – Sales Associate (SL) or Broker Sales Associate (BL)**
 - a. *Information:*
 - i. This transaction allows a sales associate or broker sales associate to activate his or her license with a real estate company, whether it is a sole proprietorship or other type of business association.
 - ii. The issuance of a license is separate and distinct from the activation of a license.
 - iii. After the Department of Business and Professional Regulation (DBPR) issues a license, a sales associate or broker sales associate may not operate as same until the status of the license is updated to active with DBPR.
 - iv. Activation is possible only after the applicant (sales associate or broker sales associate) has the proper relationship with a qualified broker.
 - v. A sales associate or broker sales associate can activate his or her license after he or she has intentionally deactivated it in the past (See 2, below).
2. **Become Inactive – Sales Associate (SL) or Broker Sales Associate (BL)**
 - a. *Information:*
 - i. This transaction deactivates a sales associate's or broker sales associate's status as operational under the license of a particular qualifying broker or owner/developer.
 - ii. A sales associate or broker sales associate who wishes to become inactive, but not seek immediate activation of his or her status with another qualifying broker should seek to complete this transaction.
 - iii. A sales associate or broker sales associate seeking to move his or her active status to another qualifying broker for immediate employment should seek to complete the transaction on this form entitled "Change of Broker/Employer for Sales Associate or Broker Sales Associate," (See 3, below).
 - iv. A sales associate seeking to become active with an owner/developer immediately should complete the transaction on this form entitled "Become Active with an Owner/Developer - Sales Associate (SL) or Broker Sales Associate (BL)".
3. **Change of Broker/Employer for Sales Associate (SL) or Broker Sales Associate (BL)**
 - a. *Information:*
 - i. This transaction deactivates a sales associate's or broker sales associate's status with one qualifying broker and activates his or her status with another qualifying broker.
 - ii. The result of this transaction is that there is no break in active status.
 - iii. Sales associates or broker sales associates seeking to transfer employment to another real estate company (qualifying broker) for immediate employment should seek to complete this transaction.
 - iv. Successful completion of this transaction will result the same as successful deactivation followed by successful activation under a new qualifying broker.
4. **Add/Remove PA, LLC, PL, or PLLC – Sales Associate (SL) or Broker Sales Associate (BL)**
 - a. *Information:*
 - i. The commission shall license a broker associate or sales associate as an individual or, upon the licensee providing the commission with authorization from the Department of State, as a professional corporation, limited liability company, or professional limited liability company. A license shall be issued in the licensee's legal name only and, when appropriate, shall include the entity designation. [F.S. 475.161]
 - ii. Once this transaction is properly completed, DBPR will print a new license and mail it to the applicant.
 - iii. For more information see [Florida Real Estate Commission FAQs](#).

5. Revert Broker License (BK) to Real Estate Sales Associate License (SL)**a. Information:**

- i. [Florida Statutes, Section 475.17 (4) (c): *The license of any broker who does not complete the post-licensure education requirement prior to the first renewal following initial licensure shall be considered null and void. If the licensee wishes to operate as a sales associate, she or he may be issued a sales associate's license after providing proof that she or he has satisfactorily completed the 14-hour continuing education course within the 6 months following expiration of her or his broker's license. To operate as a broker, the licensee must re-qualify by satisfactorily completing the broker's pre-licensure course and passing the state examination for licensure as a broker.*]
- ii. This transaction is principally designed to facilitate the reversion of an individual's status as a broker as a result of failure to complete the 60-hour broker post-licensure course prior to the first renewal following licensure as a broker.
- iii. The reversion process also requires that the licensee:
 1. Complete the 14-hour continuing education requirement.
 - a. See <http://www.myflorida.com/dbpr/servop/testing/CE.html> for details.
 2. Ensure that the Department has received proof of completion of the 14-hour continuing education requirement.
 - a. *(Note: The schools transmit course completion results electronically to the Department. However, the applicant can inquire by calling the Department's Customer Contact Center at 850.487.1395.)*
 3. Submit the \$85 fee with this form. Make check payable to DBPR

b. To simultaneously become active as a sales associate:

- i. **In order to become active as a sales associate, in addition to properly completing this transaction on this form, the applicant must:**
 1. Submit an additional copy of this form, and he/she must check the box entitled "Become Active – Sales Associate or Broker Sales Associate" in Section I of this form, and fill out Section II as instructed for that transaction.
 - a. *(Note: This must be done in order to activate the applicant's license with a particular qualifying broker.)*

6. Become Active with an Owner/Developer - Sales Associate (SL) or Broker Sales Associate (BL)**a. Information:**

- i. This transaction is designed to allow the sales associate or broker sales associate to inform the Department of his or her intention to operate as a sales associate or broker sales associate with an owner/developer.

7. For the "Sales Associate or Broker Sales Associate Name Change," "Address Change with Issuance of Updated License," and "Request Duplicate License" transactions:

- i. These transactions require DBPR to mail a new hard copy of the applicant's license with the updated information.
- ii. Once the applicant receives the new license, he/she should destroy the old license.
- iii. These transactions require a fee in the amount of \$25.00. Make checks payable to DBPR.