

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Broker (BK) Transactions
Form # DBPR RE 11

Check the box for the relevant transaction in Section I and complete the applicable 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 form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For instructions, fees, and additional information, see Section XII, pp. 7-8 of this form.

Section I – Transaction Types

| CHECK ONLY ONE OF THE TRANSACTION TYPES (Use multiple forms if more than one transaction is applicable) | |
|--|--|
| <input type="checkbox"/> | Become Active – Qualify Sole Proprietorship – Broker (Complete Section II) [2501/9009] |
| <input type="checkbox"/> | Become Inactive – Broker (Complete Section III) [2501/4020] |
| <input type="checkbox"/> | Request for Multiple License – Broker – Fee \$95.00 (Complete Section IV) <i>(Note: A multiple license is required to qualify more than one real estate company. See Section VI (3). [2501/1050])</i> |
| <input type="checkbox"/> | Change from Broker to Broker Sales Associate (Complete Section V) [2501/4040] |
| <input type="checkbox"/> | Add/Terminate Sales Associate(s) or Broker Sales Associate(s) (Complete Section VI, as needed) [2501, 2502, 2503/9007] |
| <input type="checkbox"/> | Broker Business Address Change – Sole Proprietorship Only (Complete Section VII) [2501/9006] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address |
| <input type="checkbox"/> | Broker Business Address Change – Sole Proprietorship Only with Issuance of Updated License – Fee \$25.00 (Complete Sections VII and XI) [2501/8001] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address |
| <input type="checkbox"/> | Broker Trade Name (D/B/A) Change – Sole Proprietorship Only – Fee \$25.00 (Complete Section VIII) [2501/8001] |
| <input type="checkbox"/> | Broker Personal Address Change (Complete Section IX) [2501/9006] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address |
| <input type="checkbox"/> | Broker Personal Address Change with Issuance of Updated License – Fee \$25.00 (Complete Sections IX and XI) [2501/8001] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address |
| <input type="checkbox"/> | Broker Personal Name Change – Fee \$25.00 (Complete Section X) [2501/8001] |
| <input type="checkbox"/> | Request Duplicate License – Fee \$25.00 (Complete Section XI) [2501/8001] |

Section II – Become Active – Qualify Sole Proprietorship – Broker (BK)

| | | | |
|--|---------|------------------------|--------|
| Last/Surname (Broker) | First | Middle | Suffix |
| Broker License # | | | |
| Name of Sole Proprietorship or Doing Business As (D/B/A)/Trade Name (if applicable): | | | |
| Signature of new qualifying broker: | | | |
| BUSINESS LOCATION ADDRESS | | | |
| Street Address | | | |
| | | | |
| City | State | Zip Code (+4 Optional) | |
| County (if Florida address) | Country | | |

Section III – Become Inactive – Broker (BK)

| | | | |
|--|-------|----------------------------------|--------|
| Last/Surname (deactivating broker) | First | Middle | Suffix |
| Broker license # (deactivating broker): | | | |
| Name of real estate company broker wishes to become inactive from: | | Real estate company's license #: | |
| Signature (deactivating broker): | | | |

Section IV – Request for Multiple License – Broker (BK)

| | | | |
|---|-------|--------|--------|
| Last/Surname (Applicant - Broker) | First | Middle | Suffix |
| Broker license # of applicant (Broker): | | | |
| Name of real estate company applicant intends to qualify: | | | |
| Organization license # of real estate company applicant intends to qualify: | | | |
| Signature of applicant (Broker) | | | |

Section V – Change from Broker (BK) to Broker Sales Associate (BL)

| | | | |
|---|-------|--------|--------|
| Last/Surname (of individual changing from BK to BL): | First | Middle | Suffix |
| License # (of individual changing from BK to BL): | | | |
| Broker's name (if BL will be employed by a sole proprietor): | | | |
| Broker license # (if BL will be employed by a sole proprietor): | | | |
| Name of real estate company (if BL will be employed by a company that is not a sole proprietor): | | | |
| Real estate company's license # (if BL will be employed by a company that is not a sole proprietor): | | | |
| Signature (of individual changing from BK to BL): | | | |
| Signature of qualifying broker of company (the qualifying broker of the company where the BL will be employed): | | | |

Section VI – Add/Terminate Sales Associate(s) or Broker Sales Associate(s)

| (a) ADDI/TERMINATE SALES ASSOCIATES OR BROKER SALES ASSOCIATES: BROKER INFORMATION | | | |
|---|-------|--|--------|
| Last/Surname | First | Middle | Suffix |
| Broker License #: | | | |
| Name of Sole Proprietorship or Doing Business As (D/B/A)/Trade Name (if applicable): | | | |
| Signature of qualifying broker that is adding or terminating employee(s): | | | |
| (b) ADDED/TERMINATED SALES ASSOCIATES OR BROKER SALES ASSOCIATES INFORMATION | | | |
| (1) Last/Surname | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | |

Section VI – Add/Terminate Sales Associate(s) or Broker Sales Associate(s) - continued

| | | | | | | |
|---|--|--|--|-------|--------|--------|
| (2) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (3) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (4) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (5) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (6) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (7) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (8) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (9) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |
| (10) Last/Surname | | | | First | Middle | Suffix |
| License # of added/terminated sales associate or broker sales associate : | | | Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate | | | |

Section VII – Broker Business Address Change – Sole Proprietorship Only

| LICENSEE INFORMATION | |
|---------------------------------|----------------|
| Licensee name | License Number |
| Signature (Broker) | |
| NEW PHYSICAL ADDRESS - BUSINESS | |
| Street Address | |
| | |
| City | State |
| County | Country |
| NEW MAILING ADDRESS - BUSINESS | |
| Street Address | |
| | |
| City | State |
| County | Country |

Section VIII – Broker Trade Name (D/B/A) Change – Sole Proprietorship Only

| LICENSEE INFORMATION |
|--------------------------------|
| Broker License #: |
| Trade or D/B/A name (previous) |
| Trade or D/B/A name (new) |
| Signature (Broker) |

Section IX - Broker Personal Address Change

| LICENSEE INFORMATION | |
|---------------------------------|----------------|
| Licensee name | License Number |
| Signature (Broker) | |
| NEW PHYSICAL ADDRESS - PERSONAL | |
| Street Address | |
| | |
| City | State |
| County | Country |
| NEW MAILING ADDRESS - PERSONAL | |
| Street Address | |
| | |
| City | State |
| County | Country |

Section X - Broker Personal Name Change

| LICENSEE INFORMATION |
|--|
| This transaction is used when the current Broker 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. |
| Broker License #: |
| Broker name (previous) |
| Broker name (new) |
| Signature (Broker) |

Section XI – Request Duplicate License

| LICENSEE INFORMATION | |
|---|------------|
| Broker License Number | |
| Broker name | |
| 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 Broker _____ | Date _____ |

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

| TRANSACTION | TRANSACTION REQUIREMENTS |
|--|---|
| Become Active – Qualify Sole Proprietorship | <input type="checkbox"/> Complete this form. |
| Become Inactive | <input type="checkbox"/> Complete this form. |
| Request for Multiple License | <input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$95 fee. Make check payable to DBPR. |
| Change from Broker to Broker Sales Associate | <input type="checkbox"/> Complete this form. |
| Add/Terminate Sales Associate(s) or Broker Sales Associate(s) | <input type="checkbox"/> Complete this form. |
| Business Address Change – Sole Proprietorship Only | <input type="checkbox"/> Complete this form. |
| Business Address Change – Sole Proprietorship Only with Issuance of Updated License | <input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR. |
| Trade Name (D/B/A) Change – Sole Proprietorship Only | <input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR. |
| Personal 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.) |
| Personal Address Change | <input type="checkbox"/> Complete this form. |
| Personal 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 XII – 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 – Qualify Sole Proprietorship – Broker

a. Information:

- i. This transaction is designed for an individual who wishes to activate his or her broker license in order to operate a sole proprietorship. A broker who wishes to activate his or her license to qualify a new partnership, limited liability partnership, limited liability company, or corporation should use form # DBPR RE 7 only.
- ii. A broker can only qualify one real estate company at a time with a single license. Brokers can apply for multiples licenses, however. Brokers will need to apply for a “multiple license” for each business they wish to qualify (see 3, below).

2. Become Inactive – Broker

a. Information:

- i. Successful completion of this transaction allows a broker to become inactive from a particular real estate company.

3. Request for Multiple License – Broker

a. Information:

- i. A broker is permitted to qualify more than just one real estate company.
- ii. An individual broker may qualify one sole proprietorship under his or her name. No limit is placed on the number of sole proprietorships doing business under a trade name, or D/B/A, that an individual may qualify.
- iii. An individual broker must apply for a multiple license for each real estate company he or she wishes to qualify.
- iv. If you wish to apply for more than one multiple license at this time, attach additional copies as necessary.

b. Checklist:

- i. Check the Appropriate box in Section I of this form.
- ii. Complete Section IV of this form in its entirety.
- iii. Submit \$95.00 fee for each multiple license requested. Make check(s) payable to DBPR.

4. Change from Broker to Broker Sales Associate

a. Information:

- i. This transaction is used by a broker who will no longer be acting in the capacity of a broker to change his or her broker license to a broker sales associate license.
- ii. This transaction is applicable in situations where a broker will be changing roles from broker to broker sales associate either within the same organization or related to a change of employment.
- iii. Complete Section V of this form in its entirety.

5. Add/Terminate Sales Associate(s) or Broker Sales Associate(s)

a. Information:

- i. This transaction allows a broker/employer to add or terminate sales associates or broker sales associates.
- ii. The broker/employer should fill out an individual portion of Section V (b) for each sales associate or broker sales associate he/she wishes to add or terminate.
- iii. Successful completion of this transaction will activate or deactivate the license status of the added or terminated employee(s) as related to status with the employer.
- iv. Note: A sales associate or broker sales associate who wishes to deactivate his or her status with a particular real estate company should not complete this form to do so. These individuals should file/complete form # DBPR RE 10.
- v. Complete Section V (a) of this form in its entirety.
- vi. Complete Section V (b) of this form as needed. Attach additional copies if necessary.

6. For the “**Business Address Change – Sole Proprietorship Only with Issuance of Updated License,**” “**Trade Name (D/B/A) Change – Sole Proprietorship Only,**” “**Personal Name Change,**” “**Personal 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.
7. **Other Information**
- a. Refunds
 - i. Submitting this form and required fees implies your intent to pursue licensure. The department must receive your written request for a refund, per Chapter 215.26 (2), Florida Statutes, no more than 3 years after the right to a refund has accrued.
 - ii. For more information on refunds, see also Rule 61J2-2.0261 of the Florida Administrative Code.