

**State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Application for Real Estate Company
Form # DBPR RE 7**

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

ALL Applicants must submit:

- Fee: Submit check in the amount of \$95.00, payable to the Florida Department of Business and Professional Regulation.

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

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

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Application for Real Estate Company
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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 additional information see Instructions at the end of this application.

Section I – Company Type

CHECK ONE OF THE COMPANY TYPES
Initial Real Estate Company License- select one of the company types below: <input type="checkbox"/> Corporation [2502/1020] <input type="checkbox"/> Partnership [2503/1020] <input type="checkbox"/> Professional Association [2502/1020] <input type="checkbox"/> LLC [2502/1020] <input type="checkbox"/> Other (please specify): _____

Section II – Initial Company Information

COMPANY INFORMATION		
Federal Employer ID Number:		
Company Name:		
Doing Business As (D/B/A) Name:		
MAILING ADDRESS		
Street Address or P.O. Box		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	
CONTACT INFORMATION		
Contact Name:		
Primary Phone Number	Primary E-Mail Address	
BUSINESS LOCATION ADDRESS		
Street Address		
City	State	Zip Code (+4 optional)
County (if Florida address)	Country	
ADDITIONAL CONTACT INFORMATION (OPTIONAL)		
Alternate Phone Number	Fax Number	
Alternate E-Mail Address		

Section III –Broker Information (attach additional copies of this page if necessary)**BROKER INFORMATION**

NOTE: List all brokers with the company. All “Active” brokers must be listed as an officer, director, partner, or member manager of the business with the Florida Division of Corporations website www.sunbiz.org.

Multiple License Request: If a broker listed below is currently qualifying another Real Estate Company or Sole Proprietorship and wishes to continue operating as a qualifying broker for that company/sole proprietorship, then a multiple license must be requested.

Fee: \$95 for each multiple license requested.

Note: If you do not request a multiple license, your relationship status with the previous company will be ended.

Broker Name and License Number	Indicate whether Broker is Active or Inactive	Does this person own greater than or equal to 10% of this company?	Request Multiple License
1.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
2.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
3.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
4.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
5.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
6.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
7.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
8.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
9.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			
10.Name:	<input type="checkbox"/> Active <input type="checkbox"/> Inactive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
License Number:			

Section IV – Non-Broker Owner Information

Note: Please list all non-broker owners of this company holding greater than or equal (> or =) to 10% of the company's stock.

Name	Social Security Number*	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*Under the Federal Privacy Act, disclosure of Social Security numbers is voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, Sections 653, 654, and 666(a); and Sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security numbers must be recorded on all professional and occupational license applications and will be used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.

Section V – Affirmation by Written Declaration**AFFIRMATION BY WRITTEN DECLARATION**

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. **I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.**

Signature:

Date:

Print Name:

Instructions

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**.

1) General Information and Requirements

- a) The company must have at least one active broker qualifying the company. Simply possessing a broker's license does not mean that the license is "active". A broker's license needs to be activated with a real estate company in order for a broker to qualify that company and be able to run its daily operations. A broker can "become active" with a real estate company by properly completing this form

2) Application Instructions:

a) Section I - Company Type

- i) Check only one box for the type of company you wish to open. There is a \$95.00 fee for a new company.

b) Section II - Company Information

- i) Applicants must provide the Federal Employer Identification Number (FEID) for the business to be qualified.
- ii) Provide the name of the real estate company as it is registered with the Florida Division of Corporations.
- iii) The "Doing Business As" (D/B/A) name must be provided as it is registered with the Florida Division of Corporations, if the real estate company uses a fictitious name to conduct business.
- iv) Enter the mailing address of the company. This may be a post office box.
- v) Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.
 - (1) Enter the name of the contact person for the company. This should be an officer, partner, or member manager of the company able to answer questions regarding this application.
 - (2) Provide a valid phone number and email address so that the Department may contact you regarding your application or license.
- vi) Enter the street address where you will be doing business. A post office box is not acceptable for the business location.
- vii) Additional contact information is optional and will be used when the applicant cannot be reached using their primary contact information.

c) Section III - Broker Information (attach additional copies of this page if necessary)

i) IMPORTANT NOTES:

- (1) List all brokers with the company. All "Active" brokers must be listed as an officer, director, partner, member or manager of the business with the Florida Division of Corporations website www.sunbiz.org.
- (2) All non-licensed officers are to be listed as "Inactive"
- (3) A sales associate may not be an officer, director, member, manager or partner of a licensed Florida real estate company. A sales associate may be a shareholder.
- ii) List the name and license number of each broker that is to be associated with the company.
- iii) Indicate whether Broker is Active or Inactive
 - (1) An "Inactive" broker may not participate in real estate related duties with this company.
 - (2) You may be an inactive broker in this company only if you are a broker in another company, a sole proprietor or your broker license is inactive. A person may not hold designations as both a broker (active or inactive) and a broker sales associate at the same time.
 - (3) All active brokers must be an officer, director, member, manager or partner of the company and listed as such with the Florida Division of Corporations (www.sunbiz.org).

- iv) Answer whether the person owns greater than or equal to 10% of this company.
 - (1) Check "yes" for each broker that is a shareholder or owner of the company.
 - (2) Check "no" for each broker that is not a shareholder or owner of the company
- v) **Multiple License Request:** If a broker listed in this section is currently qualifying another Real Estate Company or Sole Proprietorship and wishes to continue operating as a qualifying broker for that company/sole proprietorship, then a multiple license must be requested.
 - (1) Fee: \$95 for each multiple license requested.
 - (2) Note: If you do not request a multiple license, your relationship status with the previous company will be ended.
 - (3) Check "Yes" if a multiple license is requested.
 - (4) Check "No" if you are an inactive broker or a broker sales associate and you wish to become a broker in active status.
 - (5) If you are a broker in another company and wish to leave that company, you must provide a copy of your letter of resignation from the company that you are leaving.
- d) **Section IV - Non-Broker Owner Information**
 - i) Enter the names of all unlicensed officers and owners of the company their Social Security number and home address.
- e) **Section V - Affirmation by Written Declaration**
 - i) The broker must sign the Affirmation by Written Declaration. Non-licensed owners and officers are not permitted to sign for the broker.