

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Real Estate Company/Sole Proprietor Transactions**  
**Form # DBPR RE 12**

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

**ALL License Applicants must submit:**

Section VI Affirmation By Written Declaration

**Applicants requesting to:**

- |   |         |
|---|---------|
| 1. Add/Change/Remove Trade Name (D/B/A) | \$25.00 |
| 2. Company Name Change                  | \$25.00 |
| 3. Request Duplicate License            | \$25.00 |
| 4. Company Address Change               | No Fee  |
| 5. Close Real Estate Company            | No Fee  |

Make check payable to the Florida Department of Business and Professional Regulation

**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

**State of Florida**  
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**Real Estate Company/Sole Proprietor Transactions**  
**Form # DBPR RE 12**

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 additional information see Instructions at the end 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"/> <b>Add/Change/Remove Trade Name (D/B/A) with Issuance of Updated License– Fee \$25.00</b> (Complete Section II and VI) [8001]	
<input type="checkbox"/> <b>Company Name Change with Issuance of Updated License – Fee \$25.00</b> (Complete Section III and VI) [8001]	
<input type="checkbox"/> <b>Request Duplicate License – Fee \$25.00</b> (Complete Section V and VI) [8001]	
<input type="checkbox"/> <b>Company Address Change</b> (Complete Section IV and VI) [9006]- <b>No Fee</b> <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address	
<input type="checkbox"/> <b>Close Real Estate Company [8050] – No Fee</b>	
CHECK YOUR REAL ESTATE COMPANY TYPE	
<input type="checkbox"/> Corporation/Professional Association/LLC [2502]	
<input type="checkbox"/> Partnership [2503]	
<input type="checkbox"/> Sole Proprietor [2501]	
CONTACT INFORMATION	
Phone Number	Email Address

**Section II – Add/Change/Remove Trade Name (D/B/A)**

Last/Surname (Qualifying Broker)	First	Middle	Suffix
Broker License # (if sole proprietor):	License # of real estate company (if not sole proprietor):		
Adding, changing, or removing trade name?			
<input type="checkbox"/> Adding			
<input type="checkbox"/> Changing			
<input type="checkbox"/> Removing			
Existing Trade name (D/B/A) being changed or removed (if changing or removing):			
New trade name (D/B/A) (if adding or changing):			

**Section III – Company Name Change**

COMPANY INFORMATION
<b>This transaction is for changing the company's name, not the Doing Business As (D/B/A) name. To change the D/B/A name, complete Section II.</b>
Company License #:
Company name (previous)
Company name (new)

**Section IV – Company Address Change**

COMPANY INFORMATION		
Company Name	Company License Number	
NEW PHYSICAL ADDRESS		
Street Address		
City	State	Zip Code (+ 4 Optional)
County	Country	
NEW MAILING ADDRESS - BUSINESS		
Street Address		
City	State	Zip Code (+ 4 Optional)
County	Country	

**Section V – Request Duplicate License**

COMPANY INFORMATION
Company License Number
Company name

**Section VI – Affirmation By Written Declaration**

AFFIRMATION BY WRITTEN DECLARATION	
<p>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. <b>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.</b></p>	
Signature of Qualifying Broker:	Date:
Print Name:	

## 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. Information:

- a) This application is required for a change of real estate company or sole proprietor information.
- b) **Note:** You must update your records with the Department of State, Division of Corporations prior to submitting this form to the Florida Department of Business and Professional Regulation.
- c) For the "Add/Change/Remove Trade Name D/B/A with Issuance of Updated License," "Company Name Change with Issuance of Updated License," and "Request Duplicate License" transactions:
  - i) These transactions require DBPR to mail a new hard copy of the application'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.
  - iv) Make checks payable to the Florida Department of Business and Professional Regulation.

### 2. Application Instructions (by section):

#### a) Section 1 – Transaction Types

- i) Select only one transaction. If multiple transactions are needed, use two or more forms.
- ii) Add/Change/Remove Trade Name (D/B/A) with Issuance of Updated License
  - (1) Select this transaction if you need to update a real estate company or sole proprietorship (D/B/A) name.
  - (2) You will receive a new license showing your updated name information.
  - (3) There is a \$25.00 fee for this transaction.
- iii) Company Name Change with Issuance of Updated License
  - (1) Select this transaction if you need to update the company or sole proprietorship name.
  - (2) You will receive a new license showing your updated name information.
  - (3) There is a \$25.00 fee for this transaction.
- iv) Request Duplicate License
  - (1) Select this transaction if you need to request a duplicate license.
  - (2) There is a \$25.00 fee for the duplicate license.
- v) Company Address Change
  - (1) Select this transaction if you need to update the company or sole proprietorship physical and/or mailing address information.
  - (2) You will not receive a new license showing your updated address information by selecting this transaction alone.
- vi) Close Real Estate Company
  - (1) Select this transaction if you wish to close a real estate company or sole proprietorship.
- vii) **Real Estate Company Type**
  - (1) Select only one company type.
  - (2) Select the company type that applies to your real estate company.
- viii) Provide a valid phone number and email address. 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.

#### b) Section II – Add/Change/Remove Trade Name (D/B/A)

- i) Fill out each section completely.
- ii) **Note:** You must update your records with the Department of State, Division of Corporations prior to submitting this form to the Florida Department of Business and Professional Regulation.
- iii) Enter the name of the qualifying broker for the real estate company or sole proprietorship. Applicants must use the name as it appears on his or her license. Do not use any nicknames, aliases, or initials.
- iv) Enter the real estate license number of the sole proprietor broker (if company, leave blank).
- v) Enter the license number of the real estate company.
- vi) Enter the name of the real estate company as it appears on the license.
- vii) Select only one box indicating whether you are adding, changing, or removing a D/B/A name to your company.
- viii) If you are changing or removing a D/B/A name, provide the existing D/B/A or trade name of the company.
- ix) If you are changing or adding a D/B/A name, provide the new D/B/A or trade name of the company.

- c) **Section III – Company Name Change**
  - i) Fill out each section completely.
  - ii) **Note:** You must update your records with the Department of State, Division of Corporations prior to submitting this form to the Florida Department of Business and Professional Regulation.
  - iii) Enter the real estate license number of the real estate company
  - iv) Enter the previous name of the real estate company as it appears on the current license.
  - v) Enter the new name of the real estate company.
- d) **Section IV – Company Address Change**
  - i) Fill out each section completely.
  - ii) **Note:** You must update your records with the Department of State, Division of Corporations prior to submitting this form to the Florida Department of Business and Professional Regulation.
  - iii) Enter the name of the real estate company as it appears on the license.
  - iv) Enter the real estate company license number.
  - v) Enter the new physical address. P.O. Box numbers will not be accepted.
  - vi) Enter the new mailing address.
  - vii) This transaction will update Florida Department of Business and Professional Regulation records with the new address, but no new hard copy license will be mailed to the applicant.
  - viii) If you would like a new hard copy license issued showing the updated information, please complete Section V – Request Duplicate License.
- e) **Section V – Request Duplicate License**
  - i) Enter the name of the real estate company as it appears on the license.
  - ii) Enter the license number of the real estate company.
- f) **Section VI – Affirmation by Written Declaration**
  - i) The applicant must sign the affirmation by written declaration.