

**State of Florida  
Department of Business and Professional Regulation  
Florida Real Estate Commission  
Broker (BK) Transactions  
Form # DBPR RE 13**

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

**ALL License Applicants must submit:**

- Section V Affirmation By Written Declaration
- Completed application

**Broker Request for Multiple License Applicants must submit:**

- Fee in the amount of \$95.00 for each multiple license requested, payable to DBPR

**Add Broker to Real Estate Company Applicants:**

- No fee is assessed for this transaction

**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**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Broker (BK) Transactions**  
**Form # DBPR RE 13**

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>Qualify a Real Estate Company</b> [2502/9008] - No Fee. Complete Sections II and V. <ul style="list-style-type: none"> <li>• <b>Become Active from Inactive Status</b></li> <li>• <b>Transfer/Change of Employer</b></li> <li>• <b>Upgrade from Broker Sales Associate to Broker (BL to BK)</b></li> </ul>
<input type="checkbox"/>	<b>Broker Request for Multiple Licenses</b> [2501/1050] - Fee \$95. Complete Sections II and V.
<input type="checkbox"/>	<b>Become Inactive</b> [2051/4020] Complete Sections II and V.
<input type="checkbox"/>	<b>Become Active- Qualify a Sole Proprietorship</b> [2501/9009] Complete Sections III and V.
<input type="checkbox"/>	<b>Downgrade from Broker to Broker Sales Associate</b> [2501/4040] Complete Sections IV and V.

**Section II – Broker and Company Information**

Last/Surname (Broker)	First	Middle	Suffix
Broker License Number:			
Primary Phone Number	Primary E-Mail Address		
REAL ESTATE COMPANY INFORMATION			
Name of real estate company/ sole proprietorship:			
License number of real estate company/ sole proprietorship:			

**Section III – Become Active – Qualify Sole Proprietorship – Broker (BK)**

Last/Surname (Broker)	First	Middle	Suffix
Broker License Number			
Primary Phone Number	Primary E-Mail Address		
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 IV – Change from Broker (BK) to Broker Sales Associate (BL)**

Last/Surname (of broker changing from BK to BL) First		Middle	Suffix
License number (of broker changing from BK to BL):			
Primary Phone Number		Primary E-Mail Address	
<b>EMPLOYER INFORMATION</b>			
If BL will be employed by a sole proprietor, provide Broker's name:			
If BL will be employed by a sole proprietor, provide Broker license number:			
If BL will be employed by a real estate company, provide the company name:			
If BL will be employed by a real estate company, provide the company license number:			
Signature of qualifying broker:			

**Section V – Affirmation By Written Declaration**

<b>AFFIRMATION BY WRITTEN DECLARATION</b>	
<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:	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. Application Instructions (by section)

#### a. Section I - Transaction Types

- i. Check only one of the transactions listed.
- ii. Qualify a real estate company:
  - (1) **Become active from inactive status**- select this transaction if you wish to change your status from an inactive broker to an active broker.
  - (2) **Transfer/change employer**- select this transaction if you wish to transfer or change from one employer to another.
  - (3) **Upgrade from broker sales associate to broker**- select this transaction if you wish to upgrade your broker sales associate license to a broker license.
- iii. **Broker request for multiple licenses**- select this transaction if you are currently a sole proprietor broker or a qualifying broker of a company and wish to remain in that capacity and be active with another company.
  - (1) A broker can only qualify one real estate company at a time with a single license. However, brokers can apply for multiples licenses. Brokers will need to apply for a "multiple license" for each additional business they wish to qualify.
  - (2) Applicants must submit a \$95 fee for each multiple license requested.
- iv. **Become inactive**- select this transaction if you wish to have an inactive license.
- v. **Become active**-qualify a sole proprietorship- select this transaction if you wish to become an active broker by qualifying a sole proprietorship.
- vi. **Downgrade from broker to broker sales associate**- select this transaction is you wish to change your license from a broker to a broker sales associate.

#### b. Section II – Broker and Company Information

- i. This section is to be used by the following:
  - (1) Applicants wishing to qualify a real estate company by becoming active, by transfer/change of employer, or upgrade from broker sales associate to broker.
  - (2) Applicants requesting multiple licenses.
  - (3) Applicants wishing to become inactive.
- ii. Provide your name as it appears on your real estate license.
- iii. Provide your broker license number (BK).
- iv. 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.
- v. Provide the name of the real estate company pertaining to your transaction as it is registered with the Florida Department of State, Division of Corporations.
- vi. Enter the license number of the real estate company (if known).
- vii. **Note to Multiple Broker Licensees requesting inactive status:** Ending the relationship of one of your multiple licenses by becoming inactive will result in that license being cancelled/voided.
- viii. **Note to applicants wishing to qualify a real estate company:** Applicants wishing to qualify a real estate company as a broker must be registered as an officer (Inc/Corp), member or manager (LLC/LLP) of the real estate company prior to applying to become a qualifying broker of a real estate company.
- ix. **Note:** The broker must sign and date the Affirmation by Written Declaration (Section V of this application).

#### c. Section III – Become Active- Qualify a Sole Proprietorship

- i. Provide your name as it appears on your real estate license.
- ii. Provide your broker license number (BK).
- iii. 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.
- iv. Provide the name of the real estate company to be qualified as it is registered with the Florida Department of State, Division of Corporations.
- v. Provide the business location address for the real estate company you will operate as a sole proprietor. This must be a physical location and cannot be a post office box address.

- vi. **Note:** The broker must sign and date the Affirmation by Written Declaration (Section V of this application).
- d. **Section IV – Change from Broker (BK) to Broker Sales Associate (BL)**
  - i. Provide your name as it appears on your real estate license.
  - ii. Provide your broker license number (BK).
  - iii. 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.
  - iv. Provide employer information.
    - (1) If you will be employed by a sole proprietor, please provide the sole proprietor broker's name and license number and have the sole proprietor broker sign as the qualifying broker at the bottom of Section IV.
    - (2) If you will be employed by a real estate company, please provide the name and license number of the real estate company and have a qualifying broker for the company sign the bottom of Section IV.
- e. **Section IV - Affirmation by Written Declaration**
  - i. Broker must sign the affirmation by written declaration.