

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Revert Broker License to Sales Associate License**  
**Form # DBPR RE 15**

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

**Applicants must submit:**

- Fee:
  - \$85.00.
  - Make check payable to the Florida Department of Business and Professional Regulation.
- Completed application.
- Provide proof of completion of the 14-hr. continuing education course within 6 months following expiration of Broker License.

**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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**Florida Real Estate Commission**  
**Revert Broker License to Sales Associate License**  
**Form # DBPR RE 15**

Check the box for the relevant transaction in Section I and complete the appropriate additional section(s) only. 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 please see Instructions at the end of this form.**

**Section I – Transaction Type**

TRANSACTION TYPE
<input type="checkbox"/> <b>Revert Broker License to Real Estate Sales Associate License – Fee \$85.00 [4060 (Inactive)]</b>

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

Last/Surname	First	Middle	Suffix
License Number:			
Phone Number:		Email Address:	
<p><b>The undersigned Licensee hereby acknowledges that the status of his or her Broker License is considered null and void and is requesting said license status be reverted to that of Inactive Sales Associate.</b></p> <p><b>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.</b></p>			
Signature:		Date Signed:	
<p><b>NOTE:</b></p> <p><b>To revert license:</b></p> <ol style="list-style-type: none"> <li><b>1. Complete this form.</b></li> <li><b>2. Provide proof of completion of the 14-hr. continuing education course within 6 months following expiration of Broker License.</b></li> <li><b>3. Fee: \$85.00</b></li> </ol> <p><b>To become Active Sales:</b></p> <ol style="list-style-type: none"> <li><b>1. New Employer must submit RE 11 “Change of Status for Sales Associates and Broker Sales Associates”. An online form can be completed for faster processing.</b></li> </ol>			

**Section III– 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:	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. Requirements to Revert Broker License to Sales Associate License:**

- a. A broker may not request to revert to sales associate status until after the expiration of the broker license. *See Florida Statutes, Section 475.17 (4) (c)*
- b. The 14 Hours of Continuing Education may not be completed prior to the expiration of the license.
- c. The 14 Hours of Continuing Education must be completed within 6 months of the first expiration date of the broker license.
- d. Send a check or money order for \$85.00 to the Department of Business and Professional Regulation, 1940 North Monroe Street, Tallahassee, Florida 32399-0783.
- e. **Note:** A broker is not eligible to revert to sales associate status if the broker license has been renewed one or more times once prior to this.

**2. Application Instructions (by section)**

- a. **Section I: Transaction Type**
  - i. Check the transaction type - Revert Broker License to Real Estate Sales Associate License.
- b. **Section II – Revert Broker (BK) License to Real Estate Sales Associate License**
  - i. Fill out each section completely.
  - ii. In the Full Legal Name section, applicants must use the name as it appears on his or her social security card. Do not use any nicknames, aliases, or initials.
  - iii. Provide your license number.
  - iv. Submit a copy of the proof of 14 Hour Continuing Education completed after the expiration date of the broker license and a check or money order with your application.
  - v. **Note:** To become Active Sales: the new employer must submit RE 11 “Change of Status for Sales Associates and Broker Sales Associates”. An online form can be completed for faster processing.
- c. **Section III Affirmation by Written Declaration**
  - i. The applicant must sign the affirmation by written declaration.