

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Miscellaneous Transactions**  
**Form # DBPR RE 16**

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

**Add/Remove PA, LLC, PL, or PLLC Applicants must submit:**

- Fee: Submit check in the amount of \$30.00, payable to DBPR.
  - \$30.00.
  - Make check payable to the Florida Department of Business and Professional Regulation.
- Complete Section II and IV of this application.

**Become Active with an Owner/Developer**

- Complete Section III and IV of this application.

**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**  
**Miscellaneous Transactions**  
**Form # DBPR RE 16**

Check the box for the relevant transaction in Section I and complete the appropriate additional section. 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 application.**

**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/Remove PA, LLC, PL, or PLLC – Sales Associate or Broker Sales Associate – Fee \$30.00</b> <i>(Note: See Instructions for information on requirements in addition to this form) [2501/3090-Add, 4090-Remove]</i>	
<input type="checkbox"/> <b>Become Active with an Owner/Developer - Sales Associate or Broker Sales Associate</b> (Complete Section III and IV) [2501/3020]	
CONTACT INFORMATION	
Contact Person:	
Phone Number:	Email Address:

**Section II– Add/Remove PA, LLC, PL, or PLLC – Sales Associate (SL) or Broker Sales Associate (BL)**

Last/Surname (SL or BL)	First	Middle	Suffix
License Number (SL or BL):			
Add or Remove PA, LLC, PL, or PLLC?			
<input type="checkbox"/> Add		<input type="checkbox"/> Remove	
Select the type of business designation to add /remove:			
<input type="checkbox"/> PA	<input type="checkbox"/> LLC	<input type="checkbox"/> PL	<input type="checkbox"/> PLLC

**Section III – Become Active as an Owner/Developer – Sales Associate (SL) or Broker Sales Associate (BL)**

Last/Surname (SL or BL)	First	Middle	Suffix
License Number of (SL or BL):			
Last/Surname (Owner/Developer)	First	Middle	Suffix
Owner/Developer pseudo Number (if previously established with DBPR):			
BUSINESS LOCATION ADDRESS (Owner/Developer)			
Street Address			
City	State	Zip Code (+ 4 Optional)	
County (if Florida address)		Country	

