

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

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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"/> Add/Remove PA, LLC, PL, or PLLC – Sales Associate or Broker Sales Associate – Fee \$30.00 <i>(Note: See Instructions for information on requirements in addition to this form) [2501/3090-Add, 4090-Remove]</i>	
<input type="checkbox"/> Become Active with an Owner/Developer - Sales Associate or Broker Sales Associate (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	

Section IV – Affirmation by Written Declaration

Note: All Applicants must complete this Section.

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. 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.</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. Section I – Transaction Types

- a) Check only one transaction type.
- b) Select Add/Remove PA, LLC, PL, or PLLC – Sales Associate (SL) or Broker Sales Associate (BL) to add or remove a business designation to your license.
 - i) The commission shall license a broker associate or sales associate as an individual or, upon the licensee providing the commission with authorization from the Department of State, as a professional corporation, limited liability company, or professional limited liability company. A license shall be issued in the licensee's legal name only and, when appropriate, shall include the entity designation. [F.S. 475.161]
 - ii) Once this transaction is properly completed, DBPR will print a new license and mail it to the applicant.
 - iii) There is a \$30 fee for this transaction.
 - iv) For more information see [Florida Real Estate Commission FAQs](#).
- c) Select Become Active with an Owner/Developer – Sales Associate (SL) or Broker Sales Associate (BL) to become active with an owner or developer.
 - i) This transaction is designed to allow the sales associate or broker sales associate to inform the Department of his or her intention to operate as a sales associate or broker sales associate with an owner/developer.

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

- a) Provide your name and license number as written on your real estate license.
 - b) Select whether you would like to add or remove a business designation.
 - c) Select only one business designation to add or remove.
- Note:** If you are changing from one business designation to another, select "add" and then select the appropriate business designation for the updated change.

3. Section III – Become Active with an Owner/Developer – Sales Associate (SL) or Broker Sales Associate (BL)

- a) Provide your name and license number as written on your real estate license.
- b) Provide the name of the owner/developer with which you wish to operate.
- c) Provide the owner /developer pseudo number, if that owner/developer is already established with the Department of Business and Professional Regulation.
- d) Provide the physical location address for the owner/developer. P.O. Box numbers will not be accepted.

4. Section IV – Affirmation by Written Declaration.

- a) The applicant must sign the affirmation by written declaration.