

Section VII – Instructions

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.

1. General Information and Requirements

- a. The company must have at least one active broker qualifying the company.
 - i. Simply possessing a broker's license does not mean that the license is "active". A broker's license needs to be activated with a real estate company in order for a broker to qualify that company and be able to run its daily operations. A broker can "become active" with a real estate company by properly completing this form.

2. Application Instructions (by section)

- a. **Section I**
 - i. Fill out completely
- b. **Section II**
 - i. Fill out completely
- c. **Section III**
 - i. Complete qualifying broker information
- d. **Section IV**
 - i. List all the brokers with the company.
- e. **Section V**
 - i. List all persons who own 10 percent or more of the outstanding stock or equity interest in this company.
- f. **Section VI**
 - i. This section must be completed by the qualifying broker.

3. Other Information

- a. Refunds
 - i. Submitting this application and required fees implies your intent to pursue licensure. The department must receive your written request for a refund, per Chapter 215.26 (2), Florida Statutes, no more than 3 years after the right to a refund has accrued.
 - ii. For more information on refunds, see also Rule 61J2-2.0261 of the Florida Administrative Code.