

**Department
of
Business
and
Professional
Regulation**

*Division of Florida
Condominiums,
Timeshares,
And
Mobile Homes*

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**CHAPTER 326, FLORIDA STATUTES
YACHT AND SHIP BROKERS' ACT**

with

**CHAPTER 61B-60
FLORIDA ADMINISTRATIVE CODE**



Includes laws enacted through the 2017 Legislative Session

NOTICE TO RECIPIENT

Chapter 326 of the Florida Statutes, also known as the Yacht and Ship Brokers' Act, is a chapter of law that governs the licensing and regulation of yacht and ship brokers and salespersons in the State of Florida. The Yacht and Ship Brokers' Act should be read in conjunction with Chapter 61B-60, Florida Administrative Code. These administrative rules are promulgated by the Division of Florida Condominiums, Timeshares, and Mobile Homes to interpret, enforce, and implement Chapter 326, Florida Statutes. Due to occasional changes in the statute and administrative rules, readers should inquire periodically to ensure that the version they are referring to is the most recently revised copy.

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<http://www.myflorida.com/dbpr/lsc/index.html>

This publication was undertaken expressly for the convenience of those who frequently refer to Chapter 326, Florida Statutes and the applicable administrative rules, and is not in any way intended to be an official published version of the statutes or rules.

TITLE XXIV

VESSELS

CHAPTER 326

YACHT AND SHIP BROKERS

- 326.001 Short title.
- 326.002 Definitions.
- 326.003 Administration.
- 326.004 Licensing.
- 326.005 Escrow depository, closing transactions.
- 326.006 Powers and duties of division.

326.001 Short title.—Sections 326.001-326.006 may be cited as the “Yacht and Ship Brokers’ Act.”

History.—ss. 1, 7, ch. 88-282; s. 4, ch. 91-429.

326.002 Definitions.—As used in ss. 326.001-326.006, the term:

(1) “Broker” means a person who, for or in expectation of compensation: sells, offers, or negotiates to sell; buys, offers, or negotiates to buy; solicits or obtains listings of; or negotiates the purchase, sale, or exchange of, yachts for other persons.

(2) “Division” means the Division of Florida Condominiums, Timeshares, and Mobile Homes of the Department of Business and Professional Regulation.

(3) “Salesperson” means a person who, for or in expectation of compensation, is employed by a broker to perform any acts of a broker.

(4) “Yacht” means any vessel which is propelled by sail or machinery in the water which exceeds 32 feet in length, and which weighs less than 300 gross tons.

(5) “Person” means an individual, partnership, firm, corporation, association, or other entity.

History.—ss. 2, 7, ch. 88-282; s. 2, ch. 89-128; s. 4, ch. 91-429; s. 34, ch. 94-218; s. 950, ch. 95-148; s. 14, ch. 2008-240.

326.003 Administration.—The division shall:

(1) Administer ss. 326.001-326.006 and collect fees sufficient to administer ss. 326.001-326.006.

(2) Adopt rules pursuant to ss. 120.536(1) and 120.54 to implement ss. 326.001-326.006 and to classify brokers and salespersons and regulate their activities.

(3) Enforce the provisions of ss. 326.001-326.006 against any person who operates as a broker or salesperson without a license.

History.—ss. 3, 7, ch. 88-282; s. 3, ch. 89-128; s. 4, ch. 91-429; s. 1, ch. 93-55; s. 446, ch. 95-148; s. 66, ch. 98-200.

326.004 Licensing.—

(1) A person may not act as a broker or salesperson unless licensed under the Yacht and Ship Brokers’ Act. The division shall adopt rules establishing a procedure for the biennial renewal of licenses.

(2) A broker may not engage in business as a broker under a fictitious name unless his or her license is issued in such name.

(3) A license is not required for:

(a) A person who sells his or her own yacht.

(b) An attorney at law for services rendered in his or her professional capacity.

(c) A receiver, trustee, or other person acting under a court order.

(d) A transaction involving the sale of a new yacht.

(e) A transaction involving the foreclosure of a security interest in a yacht.

(4) Any person who purchases a used yacht for resale must transfer title to such yacht into his or her name and maintain the title or bill of sale in his or her possession to be exempt from licensure.

(5) The division by rule shall establish fees for application, initial licensing, biennial renewal, and reinstatement of licenses in an amount not to exceed \$500. The fees must be set in an amount that is adequate to proportionately fund the expenses of the division in ss. 326.001-326.006.

(6) The division may deny a license to any applicant who does not:

(a) Furnish proof satisfactory to the division that he or she is of good moral character.

(b) Certify that he or she has never been convicted of a felony.

(c) Post the bond required by the Yacht and Ship Brokers’ Act.

(d) Demonstrate that he or she is a resident of this state or that he or she conducts business in this state.

(e) Furnish a full set of fingerprints taken within the 6 months immediately preceding the submission of the application.

(f) Have a current license and has operated as a broker or salesperson without a license.

(7)(a) Before any license may be issued to a yacht or ship broker, he or she must deliver to the division a good and sufficient surety bond or irrevocable letter of credit, executed by the broker as principal, in the sum of \$25,000.

(b) Surety bonds and irrevocable letters of credit must be in a form to be approved by the division and must be conditioned upon the broker complying with the terms of any written contract made by such broker in connection with the sale or exchange of any yacht or ship and not violating any of the provisions of the Yacht and Ship Brokers’ Act in the conduct of the business for which he or she is licensed. The bonds and letters of credit must be delivered to the division and in favor of any person in a transaction who suffers any loss as a result of any violation of the conditions in ss. 326.001-326.006. When the division determines that a person has incurred a loss as a result of a violation of the Yacht and Ship Brokers’ Act, it shall notify the person in writing of the existence of the bond or letter of credit. The bonds and letters of credit must cover the license period, and a new bond or letter of credit or a proper continuation

certificate must be delivered to the division at the beginning of each license period. However, the aggregate liability of the surety in any one year may not exceed the sum of the bond or, in the case of a letter of credit, the aggregate liability of the issuing bank may not exceed the sum of the credit.

(c) Surety bonds must be executed by a surety company authorized to do business in the state as surety, and irrevocable letters of credit must be issued by a bank authorized to do business in the state as a bank.

(d) Irrevocable letters of credit must be engaged by a bank as an agreement to honor demands for payment as specified in this section.

The security for a broker must remain on deposit for a period of 1 year after he or she ceases to be a broker.

(8) A person may not be licensed as a broker unless he or she has been a salesperson for at least 2 consecutive years, and may not be licensed as a broker unless he or she has been licensed as a salesperson for at least 2 consecutive years.

(9) An applicant for a salesperson's license or its renewal must deposit with the division a bond or equivalent securities in the sum of \$10,000 subject to the conditions in subsection (7).

(10) Upon a final judgment being rendered against a yacht broker or salesperson for a violation of ss. 326.001-326.006 which results in any action being commenced on the bond or letter of credit, the division may require the filing of a new bond or letter of credit and immediately on the recovery in any action on such bond or letter of credit, the broker or salesperson involved must file a new bond or letter of credit. His or her failure to do so within 10 days constitutes grounds for the suspension or revocation of his or her license.

(11) Any person injured by the fraud, deceit, or willful negligence of any broker or salesperson or by the failure of any broker or salesperson to comply with the Yacht and Ship Brokers' Act or other law may file an action for damages upon the respective bonds against the principals and the surety.

(12) If a surety notifies the division that it is no longer the surety for a licensee, the division shall notify the licensee of such withdrawal by certified mail, return receipt requested, addressed to the licensee's principal office. Upon the termination of such surety the licensee's license is automatically suspended until he or she files a new bond with the division.

(13) Each broker must maintain a principal place of business in this state and may establish branch offices in the state. A separate license must be maintained for each branch office. The division shall establish by rule a fee not to exceed \$100 for each branch office license.

(14)(a) Each license must be prominently displayed in the office of the broker.

(b) Each salesperson's license must remain in the possession of the employing broker until canceled or until the salesperson leaves such employment. Immediately upon a salesperson's withdrawal from the employment of a broker, the broker must return the salesperson's license to the division for cancellation.

(15) The division shall provide by rule for the issuance of a temporary 90-day license to an applicant while the Florida Department of Law Enforcement conducts a national criminal history analysis of the applicant by means of fingerprint identification.

History.—ss. 4, 7, ch. 88-282; s. 4, ch. 89-128; s. 4, ch. 91-429; s. 1, ch. 92-13; s. 2, ch. 93-55; s. 447, ch. 95-148; s. 63, ch. 2014-17.

326.005 Escrow depository, closing transactions.—

(1) A broker shall place any funds received pursuant to a transaction into a trust account in a savings and loan association, bank, trust company, or other financial institution located in this state having a net worth in excess of \$5 million until he or she disburses such funds. A separate record shall be maintained of all such moneys received and the disposition thereof.

(2) At the closing of a transaction in which title to a yacht is transferred, a broker shall provide the seller and purchaser with an itemized closing statement, including the selling price and all charges and credits, a description of any yachts exchanged, and the amount of any consideration. If the transaction is closed through escrow and the escrow holder renders a closing statement which reveals such information, that shall be deemed compliance with this subsection on the part of the licensed broker.

(3) A broker who intentionally fails to comply with the provisions of this section concerning the establishment of a trust account, deposits of funds into a trust account, and withdrawal therefrom, commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. The failure to establish a trust account or to place funds therein as required in this section is prima facie evidence of an intentional and purposeful violation of this section.

History.—ss. 5, 7, ch. 88-282; s. 5, ch. 89-128; s. 4, ch. 91-429; s. 448, ch. 95-148.

326.006 Powers and duties of division.—

(1) Proceedings under the Yacht and Ship Brokers' Act shall be conducted pursuant to chapter 120.

(2) The division has the power to enforce and ensure compliance with the provisions of this chapter and rules adopted under this chapter relating to the sale and ownership of yachts and ships. In performing its duties, the division has the following powers and duties:

(a) The division may make necessary public or private investigations within or outside this state to determine whether any person has violated this chapter or any rule or order issued under this chapter, to aid in the enforcement of this chapter, or to aid in the adoption of rules or forms under this chapter.

(b) The division may require or permit any person to file a statement in writing, under oath or otherwise, as the division determines, as to the facts and circumstances concerning a matter to be investigated.

(c) For the purpose of any investigation under this chapter, the division director or any officer or employee designated by the division director may administer oaths or affirmations, subpoena witnesses and compel their attendance, take evidence, and require the production of any matter that is relevant to the investigation, including the existence, description, nature, custody,

condition, and location of any books, documents, or other tangible things and the identity and location of persons having knowledge of relevant facts or any other matter reasonably calculated to lead to the discovery of material evidence. Upon the failure by a person to obey a subpoena or to answer questions propounded by the investigating officer and upon reasonable notice to all persons affected thereby, the division may apply to the circuit court for an order compelling compliance.

(d) Notwithstanding any remedies available to a yacht or ship purchaser, if the division has reasonable cause to believe that a violation of any provision of this chapter or rule adopted under this chapter has occurred, the division may institute enforcement proceedings in its own name against any broker or salesperson or any of his or her assignees or agents, or against any unlicensed person or any of his or her assignees or agents, as follows:

1. The division may permit a person whose conduct or actions are under investigation to waive formal proceedings and enter into a consent proceeding whereby orders, rules, or letters of censure or warning, whether formal or informal, may be entered against the person.

2. The division may issue an order requiring the broker or salesperson or any of his or her assignees or agents, or requiring any unlicensed person or any of his or her assignees or agents, to cease and desist from the unlawful practice and take such affirmative action as in the judgment of the division will carry out the purposes of this chapter.

3. The division may bring an action in circuit court on behalf of a class of yacht or ship purchasers for declaratory relief, injunctive relief, or restitution.

4. The division may impose a civil penalty against a broker or salesperson or any of his or her assignees or agents, or against an unlicensed person or any of his or her assignees or agents, for any violation of this chapter or a rule adopted under this chapter. A penalty may be imposed for each day of continuing violation, but in no event may the penalty for any offense exceed \$10,000. All amounts collected must be deposited with the Chief Financial Officer to the credit of the Division of Florida Condominiums, Timeshares, and Mobile Homes Trust Fund. If a broker, salesperson, or unlicensed person working for a broker, fails to pay the civil penalty, the division shall issue an order suspending the broker's

license until such time as the civil penalty is paid or may pursue enforcement of the penalty in a court of competent jurisdiction. The order imposing the civil penalty or the order of suspension may not become effective until 20 days after the date of such order. Any action commenced by the division must be brought in the county in which the division has its executive offices or in the county where the violation occurred.

(e) The division may suspend or revoke the license of a broker or salesperson who:

1. Makes a substantial and intentional misrepresentation, with respect to a transaction involving a yacht, upon which any person has relied.

2. Makes a false warranty, with respect to a transaction involving a yacht, of a character likely to influence, persuade, or induce any person with whom business is transacted.

3. Engages in continued misrepresentation or makes false warranties with respect to transactions involving a yacht, whether or not relied upon by another person.

4. Acts for both the buyer and seller in a transaction involving a yacht without the knowledge and written consent of both parties.

5. Commingles the money or other property of his or her principal with his or her own.

6. Commits fraud or dishonest acts in the conduct of any transaction involving a yacht.

7. Allows an unlicensed person to use his or her name to evade the provisions of the Yacht and Ship Brokers' Act.

8. Violates any law governing the transactions involving a yacht, including any provision relating to the collection or payment of sales or use taxes.

(f) The division may suspend or revoke the license of a broker or salesperson who has:

1. Procured a license for himself or herself or another by fraud, misrepresentation, falsification, or deceit.

2. Been found guilty of a felony or a crime of moral turpitude.

(3) All fees must be deposited in the Division of Florida Condominiums, Timeshares, and Mobile Homes Trust Fund as provided by law.

History.—ss. 6, 7, ch. 88-282; s. 6, ch. 89-128; s. 4, ch. 91-429; s. 3, ch. 93-55; s. 449, ch. 95-148; s. 366, ch. 2003-261; s. 15, ch. 2008-240.

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CHAPTER 61B-60

FLORIDA ADMINISTRATIVE CODE



Revised August, 2017

**CHAPTER 61B-60
YACHT AND SHIP BROKERS**

61B-60.001	Definitions and Scope
61B-60.002	General Provisions; Forms and Fees
61B-60.003	Application for and Renewal of Broker or Salesperson License
61B-60.004	Bond and Irrevocable Letter of Credit
61B-60.005	Principal Place of Business; Broker's Branch Office License Application and Branch Office License Renewal
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61B-60.008	Standards of Conduct; Penalties

61B-60.001 Definitions and Scope.

(1) For purposes of these rules, the following definitions apply:

(a) "Branch Office" shall mean any and all secondary locations of a yacht and ship broker.

(b) "Division" shall mean the Division of Florida Condominiums, Timeshares, and Mobile Homes, Department of Business and Professional Regulation, which is statutorily authorized to regulate yacht and ship brokers and salespersons.

(c) "Length" as it refers to a yacht or ship in accordance with Section 326.002(4), F.S., shall mean the measurement from end to end over the deck parallel to the centerline excluding sheer. The division shall consider the following in determining the length of a yacht or ship:

1. A U.S. Coast Guard certificate of documentation;
2. A state vessel certificate of title; or
3. A manufacturer's statement of origin.

(d) "Gross Tons" as it refers to a yacht or ship in accordance with Section 326.002(4), F.S., shall mean the standards of volume measurement calculated by the Tonnage Division of the U.S. Coast Guard in accordance with 46 C.F.R. § 69.209 (2002) "Calculation of tonnages," which rule is incorporated by reference.

(e) "Negotiate" means any communication made to a buyer, seller, or agent of a buyer or seller in furtherance of the listing, offer, sale, or exchange of a yacht. This includes communications made orally, verbally, non-verbally, or in writing through any medium at any point in a listing, offer or sale, such as during sea trials, showings of vessels, listings of vessels, preparation of transaction documents, and closings.

(f) "Offer to sell," "offer to buy," or "offer" means the solicitation, advertisement, or inducement, or any other method or attempt, to encourage any person to acquire, sell, or exchange any interest in a yacht. This includes: contacting owners to obtain listings, showing vessels to prospective

buyers, presenting offers, accepting deposits, and presenting closing statements to buyers and sellers.

(g) "Principal place of business" shall mean the primary location of the business of a yacht and ship broker.

(h) "Prominently displayed" as it refers to a license of a broker or salesperson in accordance with Section 326.004, F.S., shall mean that the license is placed in a conspicuous location on the premises and is readily visible from the entrance of the principal place of business or branch office.

(i) "Sheer" shall mean longitudinal curvature of the main deck between bow and stern with low point amidships.

(j) "Foreign brokers or salespersons" shall mean those brokers or salespersons who primarily conduct business in states other than Florida or in countries other than the United States and do not maintain a valid license from the division.

(k) "Temporary 90-day license" shall mean the kind of preliminary license issued by the division to an applicant for a yacht and ship salesperson or broker license in accordance with Section 326.004, F.S. Such license shall expire without further notice 90 days from the issuance of the temporary license, upon issuance of a permanent license, or upon the applicant's receipt of the division's notice of intent to deny the application, whichever is earlier.

(2) Scope; Exempt Transactions. No license is required for a secured party, as defined by Section 679.105, F.S., who forecloses his or her security interest in a yacht. However, a license is required for a person who acts as a broker as defined by Section 326.002, F.S., on behalf of, or as agent for, such a secured party.

(3) Scope; Selected Non-exempt Transactions.

(a) Brokers and salespersons licensed by the division will be deemed to be in violation of Chapter 326, F.S., if they transact business with unlicensed brokers or salespersons otherwise subject to jurisdiction of Chapter 326, F.S. However, brokers and salespersons licensed by the division may transact business with foreign brokers or salespersons so long as those foreign brokers or salespersons do not physically enter the State of Florida to act as brokers or salespersons as defined within Chapter 326, F.S.

(b) Auctioneers of vessels over 32 feet in length, when such vessels would otherwise be subject to the jurisdiction of the division, must be licensed under Chapter 326, F.S., and shall be subject to specific licensing requirements as set forth therein, and in Chapter 61B-60, F.A.C.

Rulemaking Authority 326.003(2) FS. Law Implemented 326.002(1), 326.004, 326.006 FS. History—New 2-13-90, Amended 11-25-90, 10-11-92, Formerly 7D-60.001, Amended 5-15-03.

61B-60.002 General Provisions; Forms and Fees.

(1) All forms referenced in these rules may be obtained by writing to, and when completed shall be filed with the Department of Business and Professional Regulation, Division of Condominiums, Timeshares, and Mobile Homes, 2601 Blair Stone Road, Tallahassee, Florida 32399-1030.

(2) All license applications, including initial applications, renewal applications, and branch office applications, must be accompanied by the appropriate fee. License application fees and renewal application fees shall be non-refundable upon completion by the division of its review for form and moral character. Branch office application fees and branch office license renewal fees shall be non-refundable upon issuance of the branch office license.

(3) Payment of fees shall be by check or money order made payable to Division of Florida Condominiums, Timeshares, and Mobile Homes.

(4) Fees shall be \$500 for application relating to an initial license and \$500 for biennial renewal of a license. The fee for national fingerprint processing shall be \$51 and shall apply to the initial application process. The fee for each broker's branch office license and renewal thereof shall be \$100, based upon an effective period of 2 years. The fee for reinstating a license that has been suspended due to termination of the surety, surrendered due to a termination of business at a licensed office address, or cancelled due to a change in affiliation shall be \$100.

(5)(a) Computation of Time. In computing any period of time prescribed or allowed by these rules, or by any applicable statute, the day of the act from which the designated period of time begins to run shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday or legal holiday, as designated in Section 110.117, F.S., in which event the period shall run until the end of the next day which is not a Saturday, Sunday or legal holiday.

(b) Additional Time After Service by Mail. When a person has the right or is required to do some act within a prescribed period after the service of a notice or other paper upon him and the notice or paper is served upon him by mail, five days shall be added to the prescribed period.

(6) Licensees shall, not later than 30 days after a change of business address or affiliation, notify the division in writing of the updated information. The licensee shall return the license to the division. The division will then reissue the license reflecting the changes indicated and revise the effective date referenced on the license to reflect the date that the division actually records the change. Any reissuance pursuant to this rule shall not result in any extension of the

expiration date of the license, and the expiration date shall continue to be the date listed on the license prior to its reissuance.

Rulemaking Authority 215.405, 326.003, 326.004 FS. Law Implemented 326.004 FS. History—New 2-13-90, Amended 11-25-90, 10-11-92, Formerly 7D-60.002, Amended 3-13-02, 5-15-03, 11-3-03.

61B-60.003 Application for and Renewal of Broker or Salesperson License.

(1) Application for License.

(a) All persons desiring to obtain a license to act as a broker or salesperson, shall apply for licensure by filing with the division a completed application on DBPR Form YS 6000-1, APPLICATION FOR A YACHT AND SHIP EMPLOYING BROKER, BROKER OR SALESPERSON LICENSE, incorporated herein by reference and effective 11-3-03, a copy of which may be obtained at the address referenced in subsection 61B-60.002(1), F.A.C., accompanied by the \$500 application fee, the \$51 fingerprint processing fee, a complete set of fingerprints which comply with the form provided in the application materials, and by the bond or irrevocable letter of credit as provided by Rule 61B-60.004, F.A.C.

(b) No application for licensure shall be deemed acceptable for purposes of filing unless all of the aforementioned components are tendered therewith. Furthermore, no application for licensure shall be deemed acceptable unless funds are available upon deposit for any negotiable instrument tendered to the division in order to satisfy the respective application and fingerprint processing fee requirement.

(c) Except as to time frames relating to review for form provisions as described within subsection 61B-60.003(2), F.A.C., no operative time-frame within which the division would otherwise be required to act shall be commenced until an acceptable filing has been received by the division.

(2) Review for Form.

(a) The division shall review the application within 10 days of its receipt to determine if it is in acceptable form, meaning that the application form is completed in its entirety and the application fee, the \$43 fingerprint processing fee, a complete set of fingerprints, and bond or letter of credit conforming to the requirements of Rule 61B-60.004, F.A.C., have been received by the division. If the application is in acceptable form, the division shall issue a temporary 90-day license.

(b) If the application is deficient for form in any way and thereby unacceptable, the division shall notify the applicant

of the nature of the deficiency, and the applicant shall have 21 days from receipt of the deficiency notice to correct the deficiencies. If an applicant fails to correct the deficiencies within this period of time, the division shall issue a notice of intent to reject license application.

(c) The applicant will subsequently have 10 days from receipt of said notice to correct the referenced deficiencies. If the referenced deficiencies are not corrected within the allotted time frame, the subject application shall be rejected and the applicant shall be so notified by certified mail without requiring any further proceeding.

(d) Rejection shall not prejudice any prospective reapplication, however, such would then be processed subject to the requirements as set forth for any initial filing.

(3) Review for Good Moral Character.

(a) When the application has been determined to be in acceptable form, the division shall evaluate the application and make appropriate inquiry to determine the applicant's moral character. For the purposes of this rule, the following factors bear upon good moral character:

1. The completion of a criminal history check by the Florida Department of Law Enforcement that reveals no convictions of a felony, no convictions of a misdemeanor involving moral turpitude, and no pleas of nolo contendere, pleas of guilty, or verdicts of guilty to a felony charge or of any non-felonious offense involving moral turpitude, fraud, theft, dishonesty, assault and battery, or false statement; and

2. Civil lawsuits and administrative actions bearing upon moral character (e.g., fraud, misrepresentation, theft, assault and battery); and

3. Applicant's prior history of unlicensed brokering or sales activity in the State of Florida subject to the provisions of Chapter 326, F.S.; and

4. Tendering to the division a bank or other depository check for payment of any fee, which check lacks sufficient funds on deposit in or credit with such bank or depository with which to pay the same on presentation, where the applicant, upon notification of same by the bank or division, fails to redeem the check or otherwise pay the fee within 21 days of such notification; and

5. Other relevant information generated in the course of the application process that bears upon the applicant's moral character, including but not limited to those acts described by Section 326.006(2)(e)-(f), F.S.; and

6. Failure of the applicant to provide full and complete disclosure, or to provide accurate information, on the application for licensure.

7. The foregoing factors shall be considered in determining whether an applicant is of good moral character

for purposes of licensure under Chapter 326, F.S., if they comply with the following guidelines:

a. The disposition of criminal charges shall be considered if such constitutes a felony, or if such constitutes a misdemeanor involving moral turpitude, fraud, theft, dishonesty, assault and battery, or false statement.

b. The disposition of any administrative action or of any civil litigation involving fraud, misrepresentation, theft, assault and battery, or moral turpitude shall be considered if such results in a determination against the interests of the applicant.

c. Except as provided in sub-sub-paragraph 7.d. of this rule, no information relating to criminal, administrative or civil actions shall be considered if more than 5 years has elapsed from the satisfaction of the terms of any order, judgment, restitution agreement, or termination of any administrative or judicially-imposed confinement or supervision of the applicant, whichever is more recent.

d. Any action, proceeding, or grievance filed against the applicant, individually or otherwise, which relates to the applicant's prospective duties, responsibilities, and obligations of licensure under Chapter 326, F.S., may be considered with no limitation as to time.

e. Other considerations such as termination of probation, compliance with and satisfaction of any judgment or restitution agreement may be considered as evidence of rehabilitation of the applicant's good moral character.

(b) Within 15 days after the division has determined that the application is in acceptable form, the division shall apply for a criminal history record with the Florida Department of Law Enforcement.

(c) After receipt of the criminal history check, the division shall complete its evaluation of the moral character of the applicant. As used herein, "criminal history check" shall include verification of the nature and disposition of all criminal charges and all civil or administrative actions initiated against the applicant. Specifically, the inquiry may include the following:

1. National fingerprint processing;

2. Status as to any supervision of the applicant (e.g., confinement, probation, community service requirements);

3. Status as to any restitution agreements;

4. Status as to any civil judgments or final orders; and

5. Contact with arresting agencies and responses to requests for clarification by the division. The applicant shall assist the division in acquiring the foregoing information.

(d) If upon completion of its evaluation of the moral character of an applicant, the division concludes that the applicant does possess good moral character, the division

shall issue the applicant a license, upon payment of all fees owed to the division, if any.

(e) The effective date of the permanent license will be the date that the temporary license is actually issued by the division. The expiration date of the permanent license will be a date 2 years from date of issuance of the temporary license.

(f) If upon completion of its evaluation of the moral character of an applicant, the division concludes that the applicant does not possess good moral character, the division shall issue a notice of its intent to deny the application.

(4) Notification of License Expiration. The division shall notify all licensees of impending license expiration, not less than 60 days prior to expiration, on a DBPR Form YS 6000-6, APPLICATION FOR YACHT AND SHIP LICENSE RENEWAL/ BRANCH OFFICE RENEWAL, effective 3-13-02, incorporated by reference, a copy of which may be obtained at the address referenced in subsection 61B-60.002(1), F.A.C.

(5) Submission of Application for License Renewal. Licensees shall apply for renewal of their license on a DBPR Form YS 6000-6, APPLICATION FOR YACHT AND SHIP LICENSE RENEWAL/BRANCH OFFICE RENEWAL, incorporated in subsection (4) above, accompanied both by a \$500 renewal fee and by the bond or letter of credit or proper continuation certificate, as provided by Rule 61B-60.004, F.A.C. Completed applications shall be postmarked not less than 30 days prior to the expiration of the current license.

(6) Review for Form. The division shall review the application within 10 days of its receipt to determine if it is in acceptable form. If the application is in acceptable form, the division shall review moral character as set forth in subsection (7) below. Acceptable form means that the application is completely filled out, is signed by the licensee, and is accompanied by the renewal fee, and bond or letter of credit or continuation certificate. If the application is deficient for form, the division shall notify the applicant of the deficiency. The deficiency shall be corrected by the applicant within 21 days after receiving notification of the deficiency. If the applicant fails to correct the deficiency within this period of time, the division shall reject the application for license renewal by issuing a notice of intent to reject renewal application by proceeding as set forth in paragraphs 61B-60.003(2)(b), (c), and (d), F.A.C.

(7) Review for Moral Character. Upon determining that a renewal application is in acceptable form, the division shall examine the content of the application to verify continued good moral character. Those factors identified in paragraph 61B-60.003(3)(a), F.A.C., and in Section 326.006(2)(e), (f), F.S., bear upon good moral character.

(8) If upon completion of the evaluation of moral character, the division approves the application for license renewal, the division shall issue a license.

(9) The holder of an expired license who fails to renew his license within 30 days after such expiration and who desires to perform yacht and ship broker services shall be required to make an initial application to the division and proceed as provided in Rule 61B-60.004, F.A.C.

Rulemaking Authority 215.405, 326.003 FS. Law Implemented 326.004, 326.006 FS. History—New 2-13-90, Amended 11-25-90, 10-11-92, Formerly 7D-60.003, Amended 2-13-97, 3-13-02, 5-15-03, 11-3-03.

61B-60.004 Bond and Irrevocable Letter of Credit.

(1) Applications for licensure as a broker or a salesperson shall be accompanied by a good and sufficient surety bond or irrevocable letter of credit.

(2) Requirements of bonds and letters of credit.

(a) All bonds and letters of credit:

1. Shall provide coverage during each licensing period of 2 years. Upon renewal of a license, a new bond or letter of credit or a proper continuation certificate corresponding to the licensing period shall be delivered to the division.

2. Shall remain on deposit 1 year beyond the 2 year coverage period. In the event that a broker or salesperson ceases to be licensed, the bond or letter of credit shall remain on deposit with the division for a period of 1 year after the license expires or is terminated and will remain subject to claims arising out of conduct occurring during the period of licensure.

3. Shall reference by name the broker or salesperson, and shall indicate the complete business address of the broker's principal place of business.

4. Shall be written for the aggregate amount of \$25,000 for a broker and \$10,000 for a salesperson.

5. Shall be conditioned upon compliance by the broker with the conditions of any written contract made by such broker or salesperson in connection with the sale or exchange of any yacht or ship.

6. Shall be in favor of any person in a transaction who suffers any loss as a result of any violation of the provisions of Chapter 326, F.S.

(b) Additional requirements of surety bonds.

1. The bond shall be delivered to the State of Florida, Department of Business and Professional Regulation, Division of Florida Condominiums, Timeshares, and Mobile Homes, Section of Yacht and Ship Brokers, at the address given in subsection 61B-60.002(1), F.A.C.

2. The bond shall be executed by a surety company

authorized to do business in the State of Florida.

3. The bond shall provide that thirty days notice shall be given by the surety to the division before termination of the bond. Notice shall be sent by certified mail to the division of the intended termination, and upon receipt of the notice, the division shall in turn notify the licensee.

(c) Additional requirements of letters of credit. The letter of credit shall be executed by an officer of a federal or state chartered financial institution which is authorized to do business in the State of Florida.

(3) If a surety notifies the division that it is no longer the surety for a licensee, the division shall notify the licensee of such withdrawal by certified mail, return receipt requested, addressed to the licensee's principal office. Upon the termination of the surety bond, the licensee's license is automatically suspended until he files a new bond or letter of credit with the division.

Rulemaking Authority 326.003 FS. Law Implemented 326.004 FS. History—New 2-13-90, Amended 11-25-90, 8-28-91, Formerly 7D-60.004, Amended 3-13-02.

61B-60.005 Principal Place of Business; Broker's Branch Office License Application and Branch Office License Renewal.

(1) Prior to conducting business at a branch office, a broker shall apply for and receive a broker's branch office license for that branch office.

(2) In order to obtain a broker's branch office license, a broker licensed by the division shall complete DBPR Form YS 6000-4, EMPLOYING BROKER'S BRANCH OFFICE LICENSE APPLICATION, effective 3-13-02, incorporated by reference, a copy of which may be obtained at the address referenced in subsection 61B-60.002(1), F.A.C., and shall file it with the division, accompanied by the appropriate license fee. Since the expiration date for the branch office license will mirror the expiration date of the broker's license, the pro-rata fee structure for the branch office license will be as follows:

- (a) For a period up to 6 months – \$25;
 - (b) For a period between 6 months and 1 year – \$50;
 - (c) For a period between 1 year and 18 months – \$75;
- and
- (d) For any period exceeding 18 months – \$100.

(3) A broker shall be responsible for maintaining and prominently displaying in each branch office, a broker's branch office license for the broker, and the licenses of all salespersons conducting business in that branch office. A broker shall prominently display at the principal place of business, the broker's license and the licenses of all

salespersons conducting business in the principal place of business.

(4) The branch office shall have a street address which shall be referenced on the license. All records, or copies thereof, of business conducted at a branch office shall be maintained at the branch office.

(5) Upon termination of business at a branch office, the broker shall surrender the broker's branch office license to the division by certified mail.

(6) The principal place of business shall have a street address which shall be referenced on the license, and shall be located within the State of Florida. All records, or copies thereof, pertinent to the broker, or salespersons employed by the broker, shall be maintained at the broker's principal place of business.

(7) Upon termination of brokering activities at the principal place of business, the broker shall surrender his or her broker's license to the division by certified mail.

(8) Renewal of Branch Office License. In order to renew a broker's branch office license, the broker shall submit a completed DBPR Form YS 6000-6, effective 3-13-02, incorporated in subsection 61B-60.003(4), F.A.C., accompanied by a renewal fee of \$100. The completed application shall be postmarked not less than 30 days prior to expiration of the branch office license. If the application is deficient for form, the division shall so notify the applicant, and the applicant shall have 10 days after receiving notification of the deficiency in which to correct the deficiency. The application shall be deemed to be in correct form if it is filled out in its entirety and accompanied by the \$100 renewal fee. If the applicant fails to correct the deficiency within this time period, the division shall deny the application. If the application is in correct form, the division shall issue a branch office license.

Rulemaking Authority 326.003 FS. Law Implemented 326.004, 326.006 FS. History—New 2-13-90, Amended 11-25-90, 10-11-92, Formerly 7D-60.005, Amended 1-26-97, 3-13-02.

61B-60.006 Escrow Trust Depository; Closing Transactions.

(1) A broker holding the license of a salesperson shall sign the closing statement of any transaction brokered by the salesperson.

(2) A broker holding the license of a salesperson shall make all escrow trust account deposits and withdrawals of monies involved in a transaction brokered by the salesperson. Any salesperson who receives any deposit shall immediately deliver the same to the broker under whom he is licensed as a salesperson.

(3) Within 3 working days of receipt of funds, all funds received by a broker or salesperson in connection with the sale, exchange, or purchase of a yacht shall be deposited in the broker's trust account and shall remain in the account until the funds are disbursed pursuant to an agreement of the parties to the transaction or controlling statute. "Escrow trust account" shall mean a segregated account as required by Section 326.005, F.S., in which only funds received pursuant to the sale, exchange, or purchase of a yacht as regulated by Chapter 326, F.S., shall be deposited. No personal or operating funds shall be deposited or intermingled with any funds held in an escrow trust account, and monies deposited into the account shall not be used to pay operating expenses.

(4) A broker shall maintain books and records of receipts, deposits and withdrawals of escrow trust account funds in accordance with generally accepted accounting principles.

Rulemaking Authority 326.003 FS. Law Implemented 326.004, 326.005 FS. History—New 2-13-90, Amended 11-25-90, Formerly 7D-60.006, Amended 3-13-02, 5-15-03.

61B-60.008 Standards of Conduct; Penalties.

(1) The license of a broker or salesperson, as applicable, shall be suspended or cancelled where:

(a) Upon termination of a surety bond pursuant to Section 326.004(11), F.S., the licensee fails to simultaneously file a new bond with the division; or

(b) A salesperson withdraws from the employment of a broker. In such a case, the broker shall immediately return the salesperson's license to the division; or

(c) A broker severs his or her professional relationship with a business entity so that the remaining salespersons are no longer employed by a broker licensed as required pursuant to Chapter 326, F.S. In such a case, the broker shall immediately notify the division and the salesperson shall immediately return his or her license to the division pending installation of a new broker at the respective business entity.

(2) The division shall suspend or revoke the license of a broker or salesperson under the provisions of Section 326.006(2)(e), (f), F.S., for cause shown including the violation of applicable administrative rules.

(3) Standards of Conduct:

(a) A licensee shall not knowingly misrepresent facts, shall have an affirmative duty to inform the division of any changes in status or of any knowledge of any facts that may adversely affect the licensee's fitness for licensure, shall undertake to perform only those brokerage services that he or she can reasonably expect to complete with professional competence, shall exercise due professional care in the

performance of brokerage services, and shall not permit others to carry out on his or her behalf, either with or without compensation, acts that, if carried out by the licensee, would place him or her in violation of Sections 326.001 through 326.006, F.S. or Chapter 61B-60, F.A.C.

(b) A broker shall be deemed responsible by the division for the actions of all salespersons who perform brokerage functions under his or her supervision and control.

(4) Guidelines for Determining Civil Penalties:

(a) To assure consistency with respect to the amount of any civil penalty to be assessed in a consent order or final order, the following guidelines have been established. Aggravating or mitigating circumstances, when considered, may increase or decrease the respective amount of any civil penalty.

(b) Examples of aggravating or mitigating circumstances may include the following:

1. Criminal record of licensee;
2. Civil litigation history bearing upon issues relating to the administration of Chapter 326, F.S.;
3. Administrative action history, either formal or informal, bearing upon issues relating to the administration of Chapter 326, F.S.;
4. Cooperation of respondent relating to the Division's investigation and prosecution of the instant matter;
5. Whether the division required the assistance of external parties in preparation of the division's case;
6. Whether the licensee's conduct was intentional;
7. Whether the licensee, or any agent engaged by the licensee, knew or should have known that the subject misfeasance or malfeasance constituted a violation of Chapter 326, F.S., or the rules promulgated thereunder, or any other law or rule having impact upon the respective proceeding;
8. Circumstances precipitating the investigation;
9. Nature of the violation;
10. History of similar violation; and
11. Any combination of any of the above factors.

(c) The imposition of a civil penalty is not intended to preclude the division from imposing any further sanctions that it may be authorized to impose pursuant to Chapter 326, F.S., or the rules promulgated thereunder.

Rulemaking Authority 326.002, 326.003, 326.004 FS. Law Implemented 326.004, 326.006 FS. History—New 11-25-90, Amended 10-11-92, Formerly 7D-60.008, 7D-60.009, 7D-60.010, Amended 1-26-97, 3-13-02.