

## **CAM FIRM FAQ**

### **1. I understand all Community Association Management Firms must be licensed effective January 1, 2009, is this true?**

Yes. Florida Statutes define the term "Community association management" to mean management of community associations for compensation when the association or associations served contain more than 10 units or have an annual budget or budgets in excess of \$100,000. Florida Statutes define the term "community association management firm" to mean a business that engages in the business of community association management as defined above.

### **2. What types of business require a CAM firm license?**

Section 468.431(3), Florida Statutes, defines "community association management firm" to include a corporation, limited liability company, partnership, trust, association, sole proprietorship, or other similar organization engaging in the business of community association management.

### **3. I previously registered my CAM business with the Department of Business and Professional Regulation, and my business still offers CAM services. Does my business need a license?**

If your CAM business meets the definition as described in question one, the business must be licensed by the department as a CAM firm.

### **4. Do I need to notify the department if anything changes in my company, i.e. officers, designated CAM, name, address, etc.?**

Yes. You must notify the department within thirty (30) days of any changes in your licensing structure by completing the application for noted changes.

### **5. Will my company keep the same license number?**

Upon approval of your application for licensure, your registration number will then become your license number.

### **6. When will the Management Firm license expire?**

The Management Firm license is valid for two years from issuance and will expire on September 30 of odd numbered years.

### **7. If my business was previously registered, but no longer provides CAM services, do I need a license?**

A. No. If your company does not meet the definition as described in question one, a license is not required.

**8. What are the fees for the license?**

The fee for the initial license is \$105.00. The fee includes a five dollar unlicensed activity fee. The renewal fee is also \$105.00.

**9. Do I have to have a licensed CAM working for my firm?**

Yes. You must employ at least one licensed CAM at all times that works for your firm, or your CAM firm license becomes invalid during the time period when you do not employ a CAM.

**10. Is there a grace period to replace a departed designated CAM?**

No. You must have at least one licensed CAM employed at all times, or your license becomes invalid during that period of time.

**11. Are there any special requirements I should be aware of?**

Each management firm seeking licensure with the department must designate at least one CAM who will respond to inquiries from and investigations by the department. If the management firm does not employ at least one licensed CAM, the management firm's license will be invalid during that time period.

**12. If a CAM firm's license authority becomes void, can the individual CAM license holders working for the firm continue to work?**

The individual CAM license holder can work in his or her own capacity, but *not* as a representative of the CAM firm when the firm does not hold a valid CAM firm license.

**13. Where can I obtain a license application?**

Applications are available at [ww.MyFloridaLicense.com](http://www.MyFloridaLicense.com) by clicking on "Apply for a License."

**14. Where can I obtain additional information about CAM and CAM firm licensure?**

You may review frequently asked questions relative to the licensing of management firms at the following link: <http://www.myflorida.com/dbpr/pro/cam/faq.html>.