

CAM MANAGEMENT FIRM FAQ

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

Yes. Only those firms responsible for the management of more than 10 units, or a budget of \$100,000 or greater are required to obtain licensure with the department.

2. I previously registered my CAM business with the Department of Business and Professional Regulation, but my business is now listed on your website as “License Authority Voided.” Why?

Governor Charlie Crist signed into law House Bill 995 which requires management firms to be licensed effective January 1, 2009. Prior to January 1, 2009, CAM firms were required to register with the department for tracking purposes; however, the department had no authority to take discipline against the registrations. Therefore, the registrations were reflected on the department website as “pseudo licenses.” Under House Bill 995, the prior registrations are no longer valid, so they are now listed on our website as “License Authority Voided.”

3. My business still offers CAM services. Does my business need a license?

If your CAM business is responsible for the management of more than 10 units or a budget of \$100,000 or greater, 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?

If you are registered with the department now as a management company, you only have a “registration” 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 is not responsible for the management of more than 10 units or a budget of \$100,000 or greater, 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>.