

## Hints for Completing Change of Status Application

Helpful hints for completing the Change of Status Application from Individual to Qualifying Business are set forth below.

### Supporting Documents

The following documents must be provided with your application

1. Credit Reports for the applicant and the company to be qualified: The applicant must include a credit report for himself/herself and the company. **This applies to newly created companies, too.** CILB rules have very specific requirements regarding the information verified on credit reports. Therefore, we suggest that you obtain your reports from a CILB approved credit-reporting agency. A list of approved agencies may be obtained by visiting [www.myflorida.com/dbpr/pro/cilb/index.html](http://www.myflorida.com/dbpr/pro/cilb/index.html). The CILB has no relation to these companies. We have merely verified that they follow CILB rule requirements regarding credit verification. **Please note that you must file your corporation or LLC with the Florida Secretary of State prior to filing you Change of Status application.**
2. Credit Reports for Other Owners: If the company you plan on qualifying is less than one year old, you will also need to provide a credit report as described above for any additional owner who holds 25% or more ownership.
3. Proof of Satisfaction of Liens, Judgments, and Discharge of Bankruptcy: The CILB is required to verify the financial responsibility of its applicants. You may have to appear before the board regarding problems with your credit history. The Department of Business and Professional Regulation may be able to avoid forwarding your application to the board if you can show that you have satisfied any liens and/or judgments, or if you can show that you are engaged in an active payment plan to repay your creditor(s). If you have received a discharge in bankruptcy that is less than five years old that related to business activity, you will require to appear before the board or designate a Financially Responsible Officer (FRO). The FRO application may be found at [www.myflorida.com/dbpr/pro/cilb/index.html](http://www.myflorida.com/dbpr/pro/cilb/index.html). **If you appear before the board, it may approve or deny your application, or approve it subject to certain conditions (e.g., probation).**
4. Bank Verification Letter: Is required if you include cash on your financial statement.
5. List of Machinery and Equipment: You may include the value of machinery and equipment within your company's financial statement.
6. Certificate of Status: You must provide a Certificate of Status from the Florida Secretary of State verifying the existence of your corporation or LLC.

Registered Contractors: If you are a registered contractor, you must provide a current local occupational license and certificate of competency. The occupational license must reflect the name of the company being formed.