

**APPRAISAL MANAGEMENT COMPANY/AMC EXPIRING
NOVEMBER 30, 2022
Renewal information for current licensees**

There is a \$5 unlicensed activity fee waiver in effect for this renewal period.

Every day we work to improve the way we do business in order to serve you better. **A copy of your license will be sent to the email address associated with your online account once you renew your license.** This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. The Department will no longer print and mail initial, renewed or duplicate licenses.

If you wish to print your license at any time in the future you may do so using your secure online account with the Department. Please log into www.MyFloridaLicense.com to access your account and follow the step by step instructions on how to print your license.

Additionally, after you have created an online account and linked your license, you may view a copy of your professional license on your mobile device using the DBPR mobile application. You may download the DBPR mobile application from the Apple App Store or Google Play. Once you have installed the application, select "My License" and enter the same login and password information that you used to create your online account to view a copy of your professional license.

License renewal information:

- **To renew your license Active or Inactive**, submit your renewal request online and pay the renewal fee of \$300. If submitted after November 30, 2022, the required fee will be \$325.

If you wish to mail your renewal notice, please complete the blank renewal form found on the professional website along with your renewal fee payment to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399

If mailing, please allow additional time for processing of your renewal request.

Important information

- All AMCs operating in Florida are required to keep their business registration information current with the Department of State, Division of Corporations. This information shall be submitted annually, including years when no fee is to be paid. An AMC who does not timely submit an Annual Report and/or the AMC National Registry Fees shall not appear on the AMC National Registry as operating in Florida. Information regarding reporting periods and submission deadlines can be found on the [FREAB website](#).
- Effective October 1, 2017 an appraisal management company defined by Section 475.611(1)(c), Florida Statutes means a person who, within a 12-month period, oversees an appraiser panel of more than 15 State-certified or State-licensed appraisers in Florida, or 25 or more State-certified or State-licensed appraisers in two or more states, and who performs appraisal management services regardless of the use of the term “appraisal management company”, “appraiser cooperative”, “mortgage technology company”, or other term.
- State law requires you to maintain a current mailing address (address of record) with the Department of Business and Professional Regulation. All official correspondence from the Department will be sent to this address of record including important information, service of process, etc. It is also recommended that you keep your telephone and e-mail address current with the Department. The Department will use the e-mail address for official communication with license holders. Update your personal information through one of the options referenced in this renewal package.
- Effective October 1, 2009, Section 455.227(1)(t), Florida Statutes, requires all professional licensees to self-report to the department, within 30 days of being convicted, or found guilty of, or having plead nolo contendere (no contest) or guilty to a crime in any jurisdiction. A licensee who fails to report this information may be subject to disciplinary action, including fines, suspension or license revocation. To report, complete the criminal self-reporting document and mail it to the department at the address provided on the form. To obtain a copy of the form, go to www.MyFloridaLicense.com.
- If you have a compliance order with a past due payment, your license will not be renewed until it has been made current.

Visit www.MyFloridaLicense.com to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships as well as the opportunity to update personal data, apply online for additional licenses, and renew your license. For commonly asked questions please use the “Ask Us” link at the top of the page and if you need additional assistance select the “Contact Us” link or call our Customer Contact Center at 850.487.1395.