

RENEWAL INFORMATION

**Involuntary Inactive Licensees: Expiring September 30, 2022
Real Estate Sales Associates, Brokers, Broker Associates
(SL, BK, BL)**

**This is the last renewal notification
that you will receive before your
license is set to null and void.**

There is a 25% renewal fee holiday in
effect this renewal period.

Every day we work to improve the way we do business in order to serve you better. As part of those efforts, we notify you when your license is due for renewal. To renew your license, please access your online account at:

www.MyFloridaLicense.com > My Account

Upon renewal, a copy of your license will be sent to the email address associated with your online account.

Please be sure you to keep your information up to date and renew online. DBPR online services offer a quick and easy way to print your license, renew your license, find license requirements, apply for a license, and update your license.



We're MOBILE!

Search for "DBPR Mobile" in the app store. 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.



We encourage you to renew online.

However, you can mail your renewal notice and fee to:
Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida, 32399

IMPORTANT INFORMATION

Renewing Your Involuntary Inactive License:

Payments and Education

You are required to complete the **28 hour reactivation education course** and pay the required renewal fee of \$110 for Sales Associates and or \$120 for Broker/Broker Associates in order to renew.

- If you paid online for the last renewal and your license failed to renew - you cannot pay online this renewal period. **You must submit this renewal payment by mail.**
- All reactivation education courses and payments must be completed by September 30, 2022.

NOTE: If your renewal is *postmarked after* September 30, 2022 or *received electronically after* Midnight Eastern Standard Time (EST), September 30, 2022 your license will become null and void.



INVOLUNTARY INACTIVE STATUS

Renewing once expired for one year or more:

To renew a real estate license that has been expired for more than twelve months you must complete a **28 hour reactivation education course** and pay all fees that are due on your renewal application.

Once your license is renewed, to reactivate your license:

- As a sales associate broker associate, you must contact your broker. Your broker may reactivate your license using Online Services or Form RE11 (requires both signatures). Sales associates and broker associates must properly register under their employing brokerage in order to operate.
- As a broker, you must register your license with the DBPR as a Sole Proprietorship (Form RE 13), Partnership (Form RE7 or Form RE13) or Qualifying Broker of a licensed real estate company (Form RE7 or Form RE13). Visit myfloridalicense.com to review registration requirements and complete the necessary forms.



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.

ADDRESS, CRIMINAL SELF REPORTING, AND PAST DUE COMPLIANCE ORDERS:

- State law requires you to keep your information current.
- All professional licensees are required 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. 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.

Connect With DBPR



2601 Blair Stone Road
Tallahassee, FL 32399
Customer Contact Center: 850.487.1395
Website: www.myfloridalicense.com

Department of Business & Professional Regulation
Division of Real Estate
Katy **McGinnis**, Director
Chris **Willenbring**, Deputy Director