

# RENEWAL INFORMATION

**Involuntary Inactive Licensees: Expiring December 31, 2020  
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 \$5 unlicensed activity fee  
waiver and a 50% renewal fee waiver  
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](http://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  
P.O. Box 6300  
Tallahassee, Florida, 32314-6300

### 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 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 December 31, 2020.

**NOTE:** If your renewal is *postmarked after* December 31, 2020 or *received electronically after* Midnight Eastern Standard Time (EST), December 31, 2020, 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 you must:

- Sales and Broker Associates contact your broker to register as their employee.
- Brokers must be properly registered as a Sole Proprietor, Partnership or Qualifying Broker of a licensed real estate company.



Visit [www.MyFloridaLicense.com](http://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](http://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](http://www.myfloridalicense.com)

**Department of Business & Professional Regulation**

*Division of Real Estate*

Katy **McGinnis**, Director

Amrita **Singh**, Deputy Director