

ELECTRONIC DBPR INSTRUCTIONS

The computer system allows a broker or corporation to add/delete sales associates online. Unfortunately, a broker cannot be added/deleted online. Also, a sales associate whose status is 'current, no employer' cannot be changed online. The form RE10 / RE12 and corporate amendment have to be submitted to change the status for a broker.

A broker can electronically submit the change to add or delete a sales associate to a corporate account, partnership account, or a broker sole proprietor account. From www.myfloridalicense.com, select 'Verify a License'; select the "LogOn" button in the top left corner of the screen. Enter the "User ID" and "PIN" number. Please note that the screen gives prompts to follow if the online account has not been activated or if you've forgotten the User ID or PIN number. The account must be activated before you can open the account. If the broker has a corporation or partnership, "LogOn" to the business license account to add or delete associates. If the broker works as a sole proprietor, "LogOn" to the broker (BK) license account. Your account will appear on the screen, press Maintain/Renew This License (located to the right of the license number). To add or delete an associate, click on "View/Maintain Related Licenses". Unfortunately, a broker cannot be added using the online account.

If deleting an associate, look down the list of licensees to find the one you want to delete. Click on the option to "View/Maintain" which appears to the left of each license number to delete the associate. Click on "Maintain This Relationship". Notice the Instruction states, "you can remove the related license by submitting your request. The end date for this relationship will be today's date." You will not be able to enter another date. Press the "Submit" button. Print the "Transaction Processed" page for your files if you so choose.

To add an associate, click on "View/Maintain Related Licenses". Click on the option to "Add a New Relationship" located in the bottom center of the screen. Notice the Instruction states, "you can add a license relationship by entering the relationship start date and submitting your request. First, please find the licensee you wish to add." Choose Division of Real Estate in the space beside *License Division. Choose Real Estate Broker or Sales in the space beside *License Profession. Type the license number in the space beside *License Number. You may have to omit alpha characters and leading zeros in the license number. Press "Find." PLEASE note that the associate's license must be in the "Current, Active" status to be added to the relationship. If the licensee is not current and active, you will need to submit the RE10 / RE12 form by clicking on the link in the paragraph below FIND. Associates that have just passed the exam are issued a current, inactive license. If the associate is "Current, Active", verify the information in the data fields under "Add", "License Number", "To", and "Start Date." If the information in the data field is incorrect, press the "Return to Related Licenses" option and start over to "Find" the correct license. Remember that the start date for the relation will be today's date. The licensee that you are adding will be removed from any current relationships. Press "Submit". Print the "Transaction Processed" page for your files if you so choose.

If you need to add another associate, click on "Add a New Relationship" or "Return to Related Licenses". If you are finished in the account, press "LogOff" on the top left side of the screen.

Unfortunately, if the system shows the sales associate in "current, no employer" status, you may have to mail the form as the system may not allow the associate to be added online. To submit a change of status for a broker, broker/associate, or sales associate, submit the form RE10 / RE 12. Go to www.myfloridalicense.com choose Direct to Our Divisions, Real Estate, and Forms. Download the form, complete, and either fax it to (850) 487-9529 or (850) 488-8040 or mail it to DBPR at 1940 N Monroe St., Tallahassee, FL 32399-0783 (return receipt requested).

The change requested on the form RE10 / RE12 is effective upon receipt of the form RE10 / RE12 by DBPR although it may be a few weeks before the database is updated. Keep a copy of your fax confirmation or returned receipt if form was mailed.

Owner/Developer:

If the change is for a sales associate or broker/associate to work for an owner/developer, submit RE10 / RE12 form by fax or mail. In the space for the broker signature, have the owner/developer sign and write "owner/developer". The owner/developer needs to do the same in the space for the organization space. The owner/developer will be assigned a 'dummy' license number in the database. A Florida licensed real estate broker cannot work as a broker for an owner/developer unless the owner/developer holds a license as a real estate brokerage.

If you need further information, please E-mail callcenter@dbpr.state.fl.us or call the DBPR Customer Contact Center at (850) 487-1395.