

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Sales Associate/Broker Sales Associate (SL/BL) Transactions
Form # DBPR RE 10

Check the box for the relevant transaction in Section I and complete the appropriate additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For instructions, fees, and additional information, see Section XI, pp. 6-7, of this application.

Section I – Transaction Types

CHECK ONLY ONE OF THE APPLICATION TYPES (Use multiple forms if more than one transaction is applicable)	
<input type="checkbox"/>	Become Active – Sales Associate or Broker Sales Associate (Complete Section II) [2501/3020]
<input type="checkbox"/>	Become Inactive – Sales Associate or Broker Sales Associate (Complete Section III) [2501/4020]
<input type="checkbox"/>	Change of Broker/Employer for Sales Associate or Broker Sales Associate (Complete Section IV) <i>(Note: This transaction deactivates one's employment status with the previous broker/employer and activates employment status with the new broker/employer)</i> [2501/9007]
<input type="checkbox"/>	Add/Remove PA, LLC, PL, or PLLC – Sales Associate or Broker Sales Associate – Fee \$30.00 (Complete Section V) (F.S. 475.161) <i>(Note: See Instructions for information on requirements in addition to this form)</i> [2501/3090-Add, 4090-Remove]
<input type="checkbox"/>	Revert Broker License to Real Estate Sales Associate License – Fee \$85.00 (Complete Section VI) [2501/4050(Active), 4060 (Inactive)]
<input type="checkbox"/>	Become Active with an Owner/Developer - Sales Associate or Broker Sales Associate (Complete Section VII) [2501/3020]
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Name Change – Fee \$25.00 (Complete Section VIII) [2501/8001]
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Address Change (Complete Section IX) [2501/9006] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Address Change with Issuance of Updated License – Fee \$25.00 (Complete Sections IX and X) [2501/8001] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Request Duplicate License – Fee \$25.00 (Complete Section X) [2501/8001]

Section II – Become Active – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Broker's name (if sole proprietor): Ronald Cika			
Broker license # (if sole proprietor): 3010037			
Name of real estate company (if not sole proprietor): Coral Shores Realty			
Real estate company's license # (if not sole proprietor): CQ1012050			
Signature (SL or BL):			
Signature of qualifying broker of company:			

Section III – Become Inactive – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Name of real estate company or owner/developer SL or BL wishes to become inactive from:			
Signature (SL or BL):			

Section IV – Change of Broker/Employer for Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Broker's Name (New Broker/Employer) (If sole proprietor): Ronald Cika			
License # of new Broker/Employer (If sole proprietor): 3010037			
Name of real estate company SL or BL is joining (If not sole proprietor): Coral Shores Realty			
License # of real estate company SL or BL is joining (If not sole proprietor) : CQ1012050			
Signature (SL or BL):			
Signature of new qualifying broker:			

Section V – Add/Remove PA, LLC, PL, or PLLC – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Add or Remove PA, LLC, PL, or PLLC?			
<input type="checkbox"/> Add <input type="checkbox"/> Remove			
Adding or Removing PA, LLC, PL, or PLLC?			
<input type="checkbox"/> PA <input type="checkbox"/> LLC <input type="checkbox"/> PL <input type="checkbox"/> PLLC			
Signature of applicant (SL or BL):			

TRANSACTION CHECKLIST - IMPORTANT - Submit all items on the checklist below with your form to ensure faster processing.

TRANSACTION	TRANSACTION REQUIREMENTS
Become Active	<input type="checkbox"/> Complete this form.
Become Inactive	<input type="checkbox"/> Complete this form.
Change of Broker/Employer	<input type="checkbox"/> Complete this form.
Add/Remove PA, LLC, PL, or PLLC	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$30 fee. Make check payable to DBPR.
Revert From Status as a Broker to Real Estate Sales Associate Status	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$30 fee. Make check payable to DBPR.
Become Active with an Owner/Developer	<input type="checkbox"/> Complete this form.
Name Change	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR. <input type="checkbox"/> Submit supporting legal documentation of name change (e.g. court documents showing name change, marriage license, divorce decree, etc.)
Address Change	<input type="checkbox"/> Complete this form.
Address Change with Issuance of Updated License	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR.
Request Duplicate License	<input type="checkbox"/> Complete this form. <input type="checkbox"/> Submit the \$25 fee. Make check payable to DBPR.

Please mail your completed form, documentation and required fee(s) to:

Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399-0783