

Section 2 – Part 1

SLIDE 28 – Application requirements

In this section we'll study what is required to make application for a real estate license in the state of Florida in the ways of fees, how to file and what is required to be submitted with the application.

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FEES

When submitting application for a real estate sales associate or broker license in Florida, the applicant must submit the required fee with the application. Chapter 475.125(1)

Currently the fee is \$89. Per the Florida statute the fee cannot exceed \$100.

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Application form

There are currently two methods to file an application for a Florida real estate license:

1. Online – The division recommends online application for faster processing.
2. Print and mail – Download the form, fill-in and mail with fee.

The Department of Business and Professional Regulation

1940 North Monroe Street

Tallahassee, FL 32399-0783

When filing online, fees can be paid during the application process. If mailing an application, the fee must be included with the mailing.

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Application form

When responding to the “Background Questions” portion of the application, your answers must be accurate and truthful to the best of your knowledge.

Your signature will certify that you understand falsification of any information in the application could result in criminal penalty.

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Background check procedure

Applicants must visit an approved fingerprint vendor at least five (5) days prior to filing an application. Chapter 475.175

The vendor will forward the prints to the Department of Law Enforcement for the background check.

For more information about the Fingerprint procedure see the FAQ included in the download resources.

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Time for Errors and Omissions check

The DBPR has 30 days to notify the applicant of any errors or omissions identified in the application. Chapter 120.60(1)

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Timeframe for approval/denial notification

An application for a license must be approved or denied within 90 days after receipt of a completed application unless a shorter period of time for agency action is provided by law. Chapter 120.60(1)

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Rights of an applicant

An applicant that has been denied must be advised accordingly by certified mail outlining the reasons for the denial and advising the applicant he may petition for and administrative hearing regarding the denial and must do so within 21 days.
Chapter 120.57

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Timeframe for application validity

The application shall expire two (2) years after the date received if the applicant does not pass the appropriate examination. Chapter 475.181(2)

If an applicant does not pass the licensing examination within two (2) years after the successful course completion date, the applicant's successful course completion is invalid for licensure. Chapter 475.181(2)

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Nonresident application requirements

A non-resident applicant from a state without a mutual agreement with Florida is required to meet all educational and examination requirements of any Florida resident. Chapter 475.180(1)

If a licensed resident becomes a non-resident, the licensee must notify the Commission within 60 days of the change taking place. Failure to do so violates the law and subjects the licensee to penalties outlined in 475.25. Chapter 475.180(1)

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Regulations pertaining to pre-license courses

The sales associate pre-licensing course consists of 63 classroom hours and covers topics required by the FREC. F.A.C. 61J2-3.008(1)

A grade of 70% or higher on the Commission-prescribed end-of-course examination constitutes satisfactory course completion. F.A.C. 61J2-3.008(4)(a)

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Public record

Applicants should understand that upon successful licensing with the State of Florida, their license becomes a matter of public record.

The license information, which includes name, address and other contact information, becomes available publicly by a simple records search.

You might consider having a Post Office Box as your address of record if privacy is important to you.