

SLIDE 15 – Change of Employer

In this section we'll take a look at the legal obligations surround sales associates and brokers with regard to change of address, change of employer and records management.

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F.S. 475.23

A license shall cease to be in force whenever a broker changes her or his business address or a sales associate working for a broker changes employer.

The licensee shall notify the commission of the change no later than 10 days after the change, on a form provided by the commission.

Brokers must file with the commission a notice of the change of address, along with the names of any sales associates working under the old address.

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**Confidentiality**

A Sales associate's obligation of confidentiality with respect to principals or the broker does not end with termination of employment.

Any client, property listing or other information must remain confidential without exception.

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**Obligation to previous broker**

The relationship between brokers and sales associates does not end when an associate leaves the brokerage – fiduciary requirements for current or past transactions remain.

Copying records from the previous broker employer to take to a new broker constitutes theft.

All business done for the previous broker stays in his name. Removing any records is a serious breach of trust.