

SLIDE 21 – Change of address procedure

Licensees are bound by Florida Statutes and administrative codes to keep their mailing and email address current with the commission.

SLIDE 22

Each licensee and permit holder is required to notify the BPR in writing of the current mailing address and any change in the current mailing address within 10 days after the change.

Failure to notify the BPR could result in a fine to that sales associate.

Per 455.275(1) “current mailing address” is the current residential address which is used by a licensee or permit holder to receive mail through the United States Postal Service. Also per this statute, the licensee’s email address is included as contact information. The commission should be notified within 10 days of any email address change.