

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Application for Branch Office
Form # DBPR RE 8

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

Open Branch Office Applicants must submit:

Fee:

- \$85.00.
- Make check payable to the Florida Department of Business and Professional Regulation.

Completed Sections I, II, III and V of this application.

Close Branch Office Applicants must submit:

Completed Sections I, II, III and V of this application.

No fee is assessed for this transaction.

Request Duplicate License Applicants must submit:

Fee:

- \$25.00 for each branch office.
- Make check payable to the Florida Department of Business and Professional Regulation.

Completed Sections I, II, IV and V of this application.

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

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

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Application for Branch Office
Form # DBPR RE 8

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 additional information see Instructions at the end of this application.

Section I - Application Type

| CHECK ONE OF THE APPLICATION TYPES | |
|------------------------------------|--|
| <input type="checkbox"/> | Open Branch Office – Fee \$85 (Complete Sections I, II, III, and V) [2504/1020] <i>Note – You may open more than one branch office with this application; however, if you wish to also close a branch office, you must submit another Form DBPR RE 8 and select “Close Branch Office” as the transaction type.</i> |
| <input type="checkbox"/> | Close Branch Office (Complete Sections I, II, III, and V) [2504/8050] <i>Note – You may close more than one branch office with this application; however, if you wish to also open a branch office, you must submit another Form DBPR RE 8 and select “Open Branch Office” as the transaction type.</i> |
| <input type="checkbox"/> | Request Duplicate License – Fee \$25 (Complete Sections I, IV, and V) [2504/8001] |

Section II – Main Office Information

| MAIN OFFICE INFORMATION | |
|---|---------------|
| Broker's Name (if sole proprietor): | |
| Broker's License # (if sole proprietor): | |
| Name of real estate company (if not sole proprietor): | |
| Real estate company's license # (if not sole proprietor): | |
| Doing Business As (D/B/A) Name, Trade Name, or Fictitious Name (if applicable): | |
| Phone Number | Email Address |
| Signature of qualifying broker: | |

Section III – Branch Office(s) Information

| BRANCH OFFICE INFORMATION | | |
|--|---------|------------------------|
| Branch Office License Number (Provide branch office number if closing a branch.) | | |
| Street Address | | |
| | | |
| City | State | Zip Code (+4 optional) |
| County | Country | |

Section III – Branch Office(s) Information (Attach additional copies as necessary) - continued

| BRANCH OFFICE INFORMATION | |
|--|---------|
| Branch Office License Number (Provide branch office number if closing a branch.) | |
| Street Address | |
| | |
| City | State |
| County | Country |

| BRANCH OFFICE INFORMATION | |
|--|---------|
| Branch Office License Number (Provide branch office number if closing a branch.) | |
| Street Address | |
| | |
| City | State |
| County | Country |

| BRANCH OFFICE INFORMATION | |
|--|---------|
| Branch Office License Number (Provide branch office number if closing a branch.) | |
| Street Address | |
| | |
| City | State |
| County | Country |

| BRANCH OFFICE INFORMATION | |
|--|---------|
| Branch Office License Number (Provide branch office number if closing a branch.) | |
| Street Address | |
| | |
| City | State |
| County | Country |

| BRANCH OFFICE INFORMATION | |
|--|---------|
| Branch Office License Number (Provide branch office number if closing a branch.) | |
| Street Address | |
| | |
| City | State |
| County | Country |

Section IV – Request Duplicate License

| BRANCH OFFICE INFORMATION | |
|---|-----------------------------|
| Branch Office License Number | |
| Qualifying Broker Name | Qualifying Broker License # |
| <input type="checkbox"/> I hereby certify that I need a replacement license issued by the Department of Business and Professional Regulation because my current license was lost, destroyed, or based on a name change or address change, and that my request for a duplicate license is for a legitimate business purpose. | |

Section V – Affirmation by Written Declaration

Note: All Applicants must complete this Section.

| AFFIRMATION BY WRITTEN DECLARATION | |
|--|-------|
| <p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</p> | |
| Signature of Qualifying Broker: | Date: |
| Print Name | |

Instructions

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**.

1. Information

- a) This form is to open one or more branch offices, close one or more branch offices or request a duplicate copy of one or more branch office licenses.
- b) If you would like to open and close a branch office(s), please submit an application containing only branch openings and a separate application containing only branch closures.
- c) A branch office license may not be transferred to a new location.

2. Application Instructions by section

a) Section I – Application Type

- i) Select only one application type.
- ii) Select Open Branch Office to open a branch office. You may open more than one branch office using this application, but you may not open and close branches using the same application. Please use separate applications- one for all openings and one for all closures.
- iii) Select Close Branch Office to close a branch office. You may close more than one branch office using this application, but you may not open and close branches using the same application. Please use separate applications- one for all openings and one for all closures.
- iv) Select Request Duplicate License to obtain a duplicate license for a branch office.

b) Section II – Main Office Information

- i) If the real estate company is a sole proprietorship enter the sole proprietor broker's name and license number in the spaces provided.
- ii) If the real estate company is not a sole proprietorship, enter the real estate company name and real estate company license number (the CQ number) as it is listed on the real estate company license.
- iii) The "Doing Business As" (D/B/A) name must be provided as it is registered with the Florida Division of Corporations, if the company uses a fictitious name to conduct business.
- iv) Provide a valid phone number and email address. Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant's mailing address and may take longer to resolve.
- v) The qualifying broker must sign this section.

c) Section III – Branch Office(s) Information

- i) This section will be the same for opening or closing one or more branch offices.
- ii) **Note:** Please use separate applications if you wish to open and close branch offices- one for all openings and one for all closures.
- iii) For opening a branch office complete this section as follows:
 - (1) If you are opening a new branch location, you will not have a branch office license number. A new number will be issued for each new branch office.
 - (2) Enter the street address of the new branch office or offices. Use additional pages as needed. A P.O. Box number may not be used for a branch office.
 - (3) The country is not required unless the branch office is located outside of the United States.
- iv) For closing a branch office complete this section as follows:
 - (1) Enter the license number of the branch office that is being closed.
 - (2) Enter the street address of the branch office.
 - (3) The country is not required unless the branch office is located outside of the United States.

d) Section IV – Request Duplicate License

- i) Enter the license number of the branch office that requires a duplicate license.
- ii) This transaction requires a fee in the amount of \$25.00.

e) Section V – Affirmation by Written Declaration

- (1) The broker must sign the affirmation by written declaration.