Incorporated by Rule: 61-35.027

## State of Florida Department of Business and Professional Regulation Florida Real Estate Commission Real Estate School Change of Status Transactions Form # DBPR RE 6

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

## Applicants requesting to:

- 1. Change Name of School
- 2. Change Address of School
- □ Completed application
- □ Complete Section VI Affirmation by Written Declaration

### Applicants requesting to:

- 1. Change of School Permit Holder
- 2. Add/Terminate Instructor
- 3. Change Address of School; must submit
- □ Completed application.
- ☐ Complete Section VI Affirmation by Written Declaration
- □ No fee is assessed for these transactions

Please mail your completed application and documentation to:

Department of Business and Professional Regulation 2601 Blair Stone Road Tallahassee, FL 32399-0783

Effective: September 2017

# State of Florida Department of Business and Professional Regulation Florida Real Estate Commission Real Estate School Change of Status Transactions Form # DBPR RE 6

Check the box for the relevant transaction in Section I and complete the appropriate additional section(s). If you have any questions or need assistance in completing this form, 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 - Transaction Type

- Tunsaction Type				
CHECK ONLY ONE OF THE TRANSACTION TYPES (Use multiple forms if more than one transaction is applicable)				
Change of School Permit Holder (complete Sections II and VI) [2506/9007]  Add/Terminate — Instructor (complete Sections III and VI) [2505/9007]  Change Name of School (complete Sections IV and VI) [2506/9006]  Change Address of School (complete Sections V and VI) [2506/9006]  Change Physical Address □ Change Mailing Address  Change Address of School (complete Sections V, VI, and VI) [2506/9006]  □ Change Physical Address □ Change Mailing Address				
Contact Person Name:				
Phone Number:	Email Address:			
Section II – Change of School Permit Holder  SCHOOL INFORMATION  This transaction is used to transfer the school permit from one person to another (For personal name change of the current School Permit Holder use Form DBPR RE 10 – See Section III – Instructions for more information)  School Permit Holder Information				
New Permit holder (new permit will be issued under this person's name):				
Qualified to hold school permit through:  Holding a license as a broker, either active or volor;  Passing the Instructors Exam	untarily inactive,  Broker License Number:  Instructor License Number:			
School Information				
Name of School:	School Permit Number:			
Name of person currently holding school permit:	,			
Signature of current school permit holder attesting to	permit change:			

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Section III - Add/Terminate - Instructor (attach additional copies if necessary)

The state of the s					
ADD/1	ERMINATE IN	STRUCTORS INFORMATION			
Last/Surname (School Permit Holder)	Firs	t Middle	•	Suffix	
Permit # of real estate School:			<u> </u>		
Name of real estate school:					
Signature of school permit holder that is adding or terminating employee(s):					
(b) ADDED/TERMINATED INSTRUCTORS INFORMATION					
(1) Last/Surname					
	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:  Add Terminate			
(2) Last/Sumame	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:			
		☐ Terminate			
(3) Last/Surname	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:  Add Terminate			
(4) Last/Surname	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:  Add Terminate			
(5) Last/Surname	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:  Add Terminate			
(6) Last/Surname	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:  Add Terminate			
(7) Last/Surname	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:  Add Terminate			
(8) Last/Surname	First	Middle	Suffix		
Permit # of added/terminated Instructor:		Check one:  Add Terminate			

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Section III - Add/Terminate - Instructor (attach additional copies if necessary) - continued (9) Last/Surname First Middle Suffix Permit # of added/terminated Instructor Check one: ☐ Add Terminate (10) Last/Surname First Middle Suffix Permit # of added/terminated Instructor: Check one: □ Add □ Terminate Section IV - Change Name of School SCHOOL INFORMATION Previous school name: School Permit Number: New school name: Name of person holding school permit: Signature of school permit holder attesting to name change: Section V - Change of School Address SCHOOL INFORMATION School name: School Permit Number: Name of person holding school permit: Signature of school permit holder attesting to address change: Primary Phone Number Primary E-Mail Address **NEW PHYSICAL ADDRESS - SCHOOL** Street Address City State Zip Code (+4 Optional) County Country **NEW MAILING ADDRESS - SCHOOL** Street Address City State Zip Code (+4 Optional) County Country

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## Section VI - Affirmation by Written Declaration

AFFIRMATION BY WRITTEN DECLARATION			
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.			
Signature:	Date:		
Print Name:			

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### Instructions

If you have any questions or need assistance in completing this form, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.

### 1) General Information and Instructions

### a) Section I - Transaction Type

- i) Check the Change of School Permit Holder to change permit holders. Include the letter of resignation from the permit holder that is leaving the school.
- ii) Check the box Add/Terminate Instructor to add an instructor to the school or to remove an instructor from the school.
- iii) Check the box Change Name of School if you have changed the name of the school. You may print an updated license, from your secure online account, in the name of the new school.
- iv) Check the box Change address of School. If the location of the school has changed, check the Change Physical Address. If the mailing address has changed, check Change Mailing Address.

### b) Section II - Change of School Permit Holder

- i) Enter the legal name of the broker or instructor that will be the new permit holder.
- ii) Qualified to hold school permit through:
  - (1) Check the box Holding a license as a broker if the new permit holder is qualifying the school by being the holder of a broker license and enter the broker license number.
  - (2) Check the box Passing the Instructors Exam if the new permit holder received an instructor license by passing the instructor exam and enter the instructor permit number.
- iii) Enter the legal name and permit number of the school.
- iv) Enter the name of the current permit holder. If the current permit holder is leaving the school, or no longer wishes to be the permit holder for the school, include a copy of the letter of resignation from the permit holder that is leaving the school.
- v) The signature of the permit holder is required. If the current permit holder is leaving the school, the new permit holder will sign the form.
- vi) If the current permit holder is remaining with the school as a permit holder, the current permit holder will sign the form.

### c) Section III - Add/Terminate - Instructor

- i) Enter the name of the permit holder for the real estate school.
- ii) Enter the permit number of the real estate school.
- iii) Enter the legal name of the real estate school.
- iv) The permit holder for the real estate school must sign the form.
- v) Enter the legal name of the instructor to be added or terminated.
- vi) Enter the permit number of the instructor and check one box, "Add" or "Terminate", for each person listed.
- vii) Attach additional copies as needed.

### d) Section IV - Change Name of School

- i) Enter the current legal name of the school and the permit number of the school.
- ii) Enter the new legal name of the school.
- iii) Enter the name of the school permit holder.
- iv) The permit holder's signature is required.

### e) Section V - Change of School Address

- i) Enter the previous legal name and permit number of the school.
- ii) Enter the new legal name of the school.
- iii) Enter the name of the school permit holder
- iv) The permit holder's signature is required.
- v) Provide a phone number and valid email address for the permit holder. 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.
- vi) Enter the new physical address of the school. This address may not be a post office box.

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- vii) Enter the new mailing address of the school. This address may be a post office box.
- viii) The permit holder of the school must sign and date the form.

### f) Section VII - Affirmation by Written Declaration

i) The permit holder must sign the Affirmation by Written Declaration.