

**State of Florida  
Department of Business and Professional Regulation  
Florida Real Estate Commission  
Registration for Temporary Qualifying Broker  
Form # DBPR RE 17**

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

**ALL License Applicants must submit:**

- Section V Affirmation By Written Declaration
- Completed application
- Include Proof of intention to add temporary broker to brokerage as officer, member, manager, or partner. Acceptable proof would be documentation showing why the current broker is no longer able to operate in the capacity of qualifying broker.

**Please mail your completed form and documentation to:**

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

The purpose of this request is to register a broker on a temporary, emergency basis if a sole broker of a brokerage dies or is unexpectedly unable to remain a broker. s. 475.15, Florida Statutes

**Rule 61J2 – 5.018 Vacancies of Office:**

(4) If a brokerage has only one active broker and that broker dies, resigns or is unexpectedly unable to remain in the position as active broker, the vacancy may be filled with a temporary broker. A temporary broker may be registered with a brokerage for a period not to exceed 60 days without the need to comply with the Secretary of State registration requirements of Rule 61J2-5.012, F.A.C. Such registration shall be on a form as prescribed by the department with supporting documentation as prescribed by the form. No later than 60 days after the registration of the temporary broker, such brokerage shall file proof that a new broker is properly registered with the Secretary of State on a form prescribed by the department.

(5) For purposes of qualifying for a temporary broker license, a broker's failure to complete post-licensure education is not an unexpected vacancy.

**State of Florida**  
**Department of Business and Professional Regulation**  
**Florida Real Estate Commission**  
**Registration for Temporary Qualifying Broker**  
**Form # DBPR RE 17**

Check the box for the relevant transaction in Section I and complete the applicable additional section(s) only. Leave the sections that are not relevant to your desired transaction blank. 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 form.**

**Section I – Transaction Type**

CHECK THE TRANSACTION TYPE
<input type="checkbox"/> <b>Register as Temporary Qualifying Broker [2513/1030] Complete All Sections</b>

**Section II – Broker and Company Information**

TEMPORARY QUALIFYING BROKER INFORMATION			
Last/Surname (Broker)	First	Middle	Suffix
Broker License Number:			
Primary Phone Number	Primary E-Mail Address		

REAL ESTATE COMPANY INFORMATION		
Name of real estate company:		
License number of real estate company:		
BUSINESS LOCATION ADDRESS		
Street Address		
City	State	Zip Code (+4 Optional)
County (if Florida address)	Country	

**Section III – Affirmation By Written Declaration**

AFFIRMATION BY WRITTEN DECLARATION	
<p>I certify that I am empowered to execute this registration 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 registration and the facts stated in it are true. <b>I understand that falsification of any material information on this registration may result in criminal penalty or administrative action, including a fine, suspension or revocation of my license.</b></p>	
Temporary Qualifying Broker Signature:	Date:

Print Name:

## Instructions and Additional Information

*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. Application Instructions (by section)

#### a. Section I - Transaction Types

- i. Check the transaction listed.

#### b. Section II – Broker and Company Information

- i. This section is to be used by the following:

- (1) An individual wishing to be registered as a temporary qualifying broker due to the sole broker of the company died, resigned, or is unexpectedly unable to remain in the position as active broker.
- (2) An individual currently acting as a qualifying broker for any other entity or as a sole proprietor, will be allowed to continue operating as such while a temporary qualifying broker registration is active.
- (3) An individual currently acting as a broker sales associate will not be able to continue operating as such while a temporary qualifying broker registration is active. The individual's license will appear as Current/Inactive on the department's records during their time as temporary qualifying broker.
- (4) The temporary qualifying broker will have 60 days from the date a temporary qualifying broker registration number is issued to notify the department of one of the following options: becoming the permanent broker; establishing a permanent broker for the company; or closing the brokerage. Visit department website to obtain the appropriate form(s).
- (5) If no permanent qualifying broker has been established within 60 days, the license for the brokerage will become License Authority Voided and all related licenses will automatically become Inactive with no further notice from the department.

- ii. Provide your name as it appears on your real estate license.

- iii. Provide your broker license number (BK).

- 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. Provide the name of the real estate company pertaining to your transaction as it is registered with the Florida Department of State, Division of Corporations [www.sunbiz.org](http://www.sunbiz.org).

- vi. Enter the license number of the real estate company (if known).

- vii. Enter the business location of the real estate company.

#### c. Section III- Affirmation by Written Declaration

- i. Broker must sign the affirmation by written declaration.