

**Community Association
Management Firms
Delinquent Renewal Information**

Every day we work to improve the way we do business. In order to serve you better, **a copy of your license will be sent to the email address associated with your online account once you renew your license.** This process significantly reduces the amount of time it would have otherwise taken for you to receive your license in the mail. The Department will no longer print and mail initial, renewed or duplicate licenses.

If you wish to print your license at any time in the future you may do so using your secure online account with the Department. Please log into www.MyFloridaLicense.com to access your account and follow the step by step instructions on how to **print your license**. Additionally after you have created an online account and linked your license you may view a copy of your professional license on your mobile device using the DBPR mobile application. You may download the DBPR mobile application from the Apple App Store or Google Play. Once you have installed the application, select “My License” and enter the same login and password information that you used to create your online account to view a copy of your professional license.

License Renewal Information

- **To renew your delinquent license Active**, submit your renewal request online and pay the fee of \$230. This license will become null & void on October 3, 2023 if not renewed on or before October 2, 2023.

If you wish to mail your renewal notice, please complete the [blank renewal form](#) found on the profession’s website along with your renewal fee payment to:

Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399

If mailing, please allow additional time for processing of your renewal request.

Important information

- CAM Firms are required to maintain a current license in order to operate. Failure to renew timely will result in your license moving to a delinquent status.
- Section 468.432, Florida Statutes, requires that each CAM Firm have a designated CAM to respond to all inquiries from and investigations by the Department. In addition, each

firm must notify the Department within 30 days after any change of information contained in the application upon which licensure is based.

- State law requires you to maintain a current email and mailing address with the Department of Business and Professional Regulation. All official correspondence from the Department will be sent to the email or mailing address of record including license renewal notices, important board information, service of process, etc.
- It is strongly recommended that you keep your telephone number current with the Department.
- If you have a compliance order with a past due payment your license will not be renewed until it has been made current.

Visit www.MyFloridaLicense.com to create an account or access an existing account. There you will find license and renewal information, fees and their breakouts, license relationships as well as the opportunity to update personal data, apply online for additional licenses, and renew your license. For commonly asked questions please use the "Ask Us" link at the top of the page and if you need additional assistance select the "Contact Us" link or call our Customer Contact Center at 850.487.1395.