

**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:

- \$69.00.
- Make check payable to the Florida Department of Business and Professional Regulation.

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

Close Branch Office Applicants must submit:

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

No fee is assessed for this transaction.

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

Department of Business and Professional Regulation
2601 Blair Stone Road
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 \$69 (Complete Sections I, II, III, and IV) [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 IV) [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>

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	Zip Code (+4 optional)
County	Country	

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Street Address		
City	State	Zip Code (+4 optional)
County	Country	

Section IV – 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 or close one or more branch offices.
- 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.

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 – Affirmation by Written Declaration

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