

## New Real Estate License Applicants

DBPR is in the process of improving online applications for new licensees. Applicants will now have the ability to upload required documents and fully complete and submit an application online.

Other features of the new online application system include:

- Secure user registration and login
- Forgotten password retrieval
- Pre-application eligibility questions
- An application “save” function to allow applicants to come back to partially completed applications
- Ability to check application status

### Step 1 – Establish an online account

- Select from the list of professions or business types.
- Click on the “Create My Account” link
- Receive an email with your temporary password and complete the registration process by creating a new password.

### Step 2 – Link your license(s) with your online account

- Select “Link an Existing License to My Account.”
- Select the category your license belongs to from the menu.
- Select your license type from the menu and enter your license number.

### Step 3 – Complete your security measures

- Your initial activation code will be the last four digits of your SSN or FEIN.
- You will be prompted to “Add” the license to the registration

## For more information...

### Online

Please visit our website at [www.myfloridalicense.com](http://www.myfloridalicense.com) and review the FAQs section for your licensure category.

### Email

Please send your comments and/or questions to [call.center@myfloridalicense.com](mailto:call.center@myfloridalicense.com). In order to better serve you, please include your daytime telephone number in your email message.

### Phone

Our Customer Contact Center may be reached at 850-487-1395. The hours of operation are Monday-Friday, 8 a.m. Eastern Time to 6 p.m. Eastern Time.

DBPR provides a toll-free number for unlicensed activity complaints only at 1-866-532-1440.

### Facsimile

Our Customer Contact Center fax number is 850-488-8040.

### The Division of Real Estate is located at:

400 West Robinson Street, Suite N801  
Orlando, Florida 32801-1757

The Division’s field offices are located in: Tallahassee, Jacksonville, Tampa, Miami, West Palm Beach, Margate, Ft. Myers, Gainesville and Panama City Beach.



## Division of Real Estate

**License Efficiently. Regulate Fairly.**

## The Division of Real Estate

The Division of Real Estate, housed within the Department of Business and Professional Regulation, protects the public by regulation of real estate and appraisal licensees pursuant to Chapter 475, Florida Statutes.

The Division is responsible for the examination, licensing and regulation of over a quarter of a million individuals, corporations, real estate schools and instructors.

**Our mission:** To protect the public by regulation of real estate and appraisal licenses through education and compliance.

**Our Vision:** To be a trusted resource to real estate and appraisal licensees and the public through improved customer service and education.

### What types of licenses do we regulate?

The Division regulates several types of real estate license categories and appraisal categories, including the following licenses:

- Broker
- Sales Associate
- Broker Sales Associate
- Real Estate Instructor
- Real Estate Company
- Real Estate Company with partnerships and limited liability partnerships
- Registered Trainee Appraisers
- Certified Residential Appraisers,
- Certified General Appraisers and Appraiser Instructors
- Appraisal Management Companies

## Boards and Commissions

The Division of Real Estate provides administrative support to the Florida Real Estate Commission and the Florida Real Estate Appraisal Board.

### Florida Real Estate Commission

The Florida Real Estate Commission (FREC) consists of seven members and meets monthly. The commission meeting is usually the third Tuesday and Wednesday of the month.

The FREC administers and enforces the real estate license law, Chapter 475, Part I, Florida Statutes. The Commission is also empowered to pass rules that enable it to implement its statutorily authorized duties and responsibilities. These rules are contained in Chapter 61J2, Florida Administrative Code.

### Florida Real Estate Appraisal Board

The Florida Real Estate Appraisal Board (FREAB) is headquartered in Orlando and consists of nine members. The FREAB administers and enforces the real estate appraiser license law, Chapter 475, Part II, Florida Statutes.

The Board is also empowered to pass rules that enable it to implement its statutorily authorized duties and responsibilities. These rules are contained in Chapter 61J1, Florida Administrative Code.

## How do I check the status of my license?

Licensees can check the status of their licenses on DBPR's website, [www.myfloridalicense.com](http://www.myfloridalicense.com).

On the website, click the "Verify a License" tab near the top of the page. Start by looking up your license, or log in through "Licensee Login" if you have already created your online account.

When you access your account, you will have the ability to see when your renewal cycle is as well as any requirements that you will need to satisfy before your licensure is renewed.

### How often does my license renew?

We post renewal cycles as well as new information about new laws, requirements and changes on the website, so visit often to check the most recent information.

### Will I be notified of renewals?

We will notify licensees 90 days before their expiration date as displayed on their license.

To ensure the receipt of your notice, please check and confirm the mailing address and email address listed on your account is accurate.