

**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.**

<p><b>Applicants requesting to:</b></p> <ol style="list-style-type: none"><li><b>1. Change Name of School</b></li><li><b>2. Change Address of School</b></li></ol> <p><input type="checkbox"/> Completed application <input type="checkbox"/> Complete Section VI Affirmation by Written Declaration</p> <p><b>Applicants requesting to:</b></p> <ol style="list-style-type: none"><li><b>1. Change of School Permit Holder</b></li><li><b>2. Add/Terminate – Instructor</b></li><li><b>3. Change Address of School; must submit</b></li></ol> <p><input type="checkbox"/> Completed application. <input type="checkbox"/> Complete Section VI Affirmation by Written Declaration <input type="checkbox"/> No fee is assessed for these transactions</p>
--

**Please mail your completed application and documentation to:**  
Department of Business and Professional Regulation  
2601 Blair Stone Road  
Tallahassee, FL 32399-0783



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

ADD/TERMINATE INSTRUCTORS INFORMATION			
Last/Surname (School Permit Holder)	First	Middle	Suffix
Permit # of real estate School:			
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: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
(2) Last/Surname	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
(3) Last/Surname	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
(4) Last/Surname	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
(5) Last/Surname	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
(6) Last/Surname	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
(7) Last/Surname	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
(8) Last/Surname	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	

**Section III – Add/Terminate – Instructor (attach additional copies if necessary) – continued**

<b>(9) Last/Surname</b>	First	Middle	Suffix
Permit # of added/terminated Instructor		Check one: <input type="checkbox"/> Add <input type="checkbox"/> Terminate	
<b>(10) Last/Surname</b>	First	Middle	Suffix
Permit # of added/terminated Instructor:		Check one: <input type="checkbox"/> Add <input type="checkbox"/> 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	

**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:

**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.
- 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.