

State of Florida
Department of Business and Professional Regulation
Florida Real Estate Commission
Sales Associate/Broker Sales Associate (SL/BL) Transactions
Form # DBPR RE 10

Check the box for the relevant transaction in Section I and complete the appropriate 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 application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at **850.487.1395**.

For instructions, fees, and additional information, see Section XI, pp. 6-7, of this application.

Section I – Transaction Types

CHECK ONLY ONE OF THE APPLICATION TYPES (Use multiple forms if more than one transaction is applicable)	
<input type="checkbox"/>	Become Active – Sales Associate or Broker Sales Associate (Complete Section II) [2501/3020]
<input type="checkbox"/>	Become Inactive – Sales Associate or Broker Sales Associate (Complete Section III) [2501/4020]
<input type="checkbox"/>	Change of Broker/Employer for Sales Associate or Broker Sales Associate (Complete Section IV) <i>(Note: This transaction deactivates one's employment status with the previous broker/employer and activates employment status with the new broker/employer)</i> [2501/9007]
<input type="checkbox"/>	Add/Remove PA, LLC, PL, or PLLC – Sales Associate or Broker Sales Associate – Fee \$30.00 (Complete Section V) (F.S. 475.161) (Note: See Instructions for information on requirements in addition to this form) [2501/3090-Add, 4090-Remove]
<input type="checkbox"/>	Revert Broker License to Real Estate Sales Associate License – Fee \$85.00 (Complete Section VI) [2501/4050(Active), 4060 (Inactive)]
<input type="checkbox"/>	Become Active with an Owner/Developer - Sales Associate or Broker Sales Associate (Complete Section VII) [2501/3020]
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Name Change – Fee \$25.00 (Complete Section VIII) [2501/8001]
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Address Change (Complete Section IX) [2501/9006] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Sales Associate or Broker Sales Associate Address Change with Issuance of Updated License – Fee \$25.00 (Complete Sections IX and X) [2501/8001] <input type="checkbox"/> Change Physical Address <input type="checkbox"/> Change Mailing Address
<input type="checkbox"/>	Request Duplicate License – Fee \$25.00 (Complete Section X) [2501/8001]

Section II – Become Active – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	F	irst	Middl	e	Suffix
License # (SL or BL):					
Broker's name (if sole proprietor):					
Broker license # (if sole proprietor):					
Name of real estate company (if not sole proprietor):					
Real estate company's license # (if not sole proprietor):					
Signature (SL or BL):					
Signature of qualifying broker of company:					

Section III – Become Inactive – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	F	irst	Middl	e	Suffix
License # (SL or BL):					
Name of real estate company or owner/developer SL or BL wishes to become inactive from:					
Signature (SL or BL):					

Section IV – Change of Broker/Employer for Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Broker's Name (New Broker/Employer) (If sole proprietor):			
License # of new Broker/Employer (If sole proprietor):			
Name of real estate company SL or BL is joining (If not sole proprietor):			
License # of real estate company SL or BL is joining (If not sole proprietor) :			
Signature (SL or BL):			
Signature of new qualifying broker:			

Section V – Add/Remove PA, LLC, PL, or PLLC – Sales Associate (SL) or Broker Sales Associate (BL)

Last/Surname (SL or BL)	First	Middle	Suffix
License # (SL or BL):			
Add or Remove PA, LLC, PL, or PLLC?			
<input type="checkbox"/> Add			
<input type="checkbox"/> Remove			
Adding or Removing PA, LLC, PL, or PLLC?			
<input type="checkbox"/> PA			
<input type="checkbox"/> LLC			
<input type="checkbox"/> PL			
<input type="checkbox"/> PLLC			
Signature of applicant (SL or BL):			

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



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Agent Profile Sheet

Full Legal Name: _____

100% Plan (\$50/month + \$295/transaction) 90% Plan (No Monthly Fee + \$295/transaction) Buyers Agent Plan

SS#: _____ - _____ - _____

Birth Date: ____/____/____

Address: _____

Phone: _____ - _____ - _____

Cell: _____ - _____ - _____

Fax: _____ - _____ - _____

Other: _____ - _____ - _____

E-mail Address: _____@_____._____

Website: WWW._____._____

Other Information: _____

(Children, Birthdays, _____

Anniversaries, _____

etc.) _____