

Office Use Only :

Stamp# _____

Ref.# _____

REAL ESTATE COMMISSION
PO BOX-328
TRENTON, NEW JERSEY 08625
609-292-7272

APPLICATION FOR REAL ESTATE SCHOOL LICENSE FOR PUBLIC SCHOOL

Application Fee: \$50.00
License Fee: WAIVED

NOTE:

**ALL DIRECTORS MUST SUBMIT TO THE
LIVE SCAN: ELECTRONIC FINGERPRINTING PROCESS**

No personal checks will be accepted. Acceptable forms of payment are certified or cashier’s check, money order or school business account check, made payable to the State Treasurer of New Jersey.

SCHOOL DIRECTORS: YOU MAY NOT ADVERTISE OR CONDUCT COURSES AT ANY LOCATION UNTIL IT HAS BEEN LICENSED. It is recommended that you complete and submit this application, with all supporting documents at least four (4) weeks prior to the date on which you anticipate commencing operations. No advertisements or promotional material should be utilized until your school has been licensed.

I. GENERAL INFORMATION

Name of School

School Director

ADDRESS OF ADMINISTRATIVE OFFICE

Street Address of Administrative Office

Suite or Room No.

City

Zip

County

Phone

Website Address

Contact Person E-Mail

PRIMARY TEACHING LOCATION (IF DIFFERENT FROM ABOVE)

Name of Primary Teaching Location

Street Address of Primary Location Suite or Room No.

City Zip County Phone

Please mark one:

College _____

University _____

II. SCHOOL DIRECTOR INFORMATION

TO BE COMPLETED BY DIRECTOR APPLICANT
(Director MUST be licensed as a NJ Real Estate Instructor)

**Criminal background check required for director applicant
LIVE SCAN: ELECTRONIC FINGERPRINTING PROCESS**

Last Name First Name MI

Home Address Street Apt. No.

City Zip Phone

Social Security No. Date of Birth (MM-DD-YY)

Disclosure of your Social Security Number is mandatory for child support enforcement purposes. The Commission's authority to compel disclosure of Social Security Numbers is established at P. L. 1996, c.7 and N.J.A.C. 11:5-3.5.

_____ Director's Email _____
Director License Reference No.

Note: If at any time the Director needs to change you must complete a change of director form which can be found on our website www.dobi.nj.gov

ALL QUESTIONS MUST BE ANSWERED

1. With the exception of motor vehicle violations, have you ever been convicted of a crime, misdemeanor, or disorderly persons offense in the state of New Jersey, any other state or by the federal government, or are you presently on probation or parole?

Yes_____ No_____

2. Is there a criminal complaint, disorderly persons charge, a criminal accusation or criminal information presently pending against you or are you presently under indictment in New Jersey, any other state or by the federal government, or are you presently enrolled in New Jersey's Pre-Trial Intervention (PTI) program or any similar State or Federal program involving the deferral of the disposition or sentencing in a criminal matter?

Yes _____ No _____

3. Have you ever had a real estate or other professional license, certification or similar credential revoked, suspended, surrendered in lieu of formal prosecution, or denied in New Jersey or any other state?

Yes _____ No _____

4. Do you have a child support obligation on which there is an arrearage due that equals or exceeds the amount of child support payable for six months or are you the subject of a child support related warrant, or during the past six (6) months have you failed to provide any court-ordered health care coverage, or have you failed to respond to a subpoena relating to a paternity or child support proceeding?

Yes _____ No _____

5. Are you UNDER the age of 18 at the time of signing this application?

Yes _____ No _____

6a. Do you now hold, or have you ever held, ANY license issued by the New Jersey Real Estate Commission?

Yes _____ No _____

6b. If yes, give the date you were first licensed as a salesperson _____ As a broker _____ As an instructor _____.

7. Has your license or the license of any entity of which you were a broker or owner ever been suspended or revoked or have you ever been fined by the New Jersey Real Estate Commission?

If yes, please explain _____

8. List any other professional licenses held and indicate the State in which the license is valid (other than Motor Vehicle Operator's License):

License _____ State _____ Active _____

License _____ State _____ Active _____

License _____ State _____ Active _____

_____ Check this area if any answer to questions 1, 2, 3, 4 or 7 is yes and give particulars including a copy of any indictment, judgment of conviction or order of revocation/suspension.

I certify that all the information provided on this application and all supporting documents is true. I further certify that the school named herein has the legal right to occupy the site(s) of its administrative office and primary teaching location identified herein and that the said teaching location complies with all applicable federal, state, county and local laws, rules and ordinances applicable to sites at which educational activity is to be carried on. I further certify that I am familiar with the provisions of New Jersey's Real Estate Licensing Law (N.J.S.A. 45:15-1, et seq.) and of the administrative rules promulgated by the New Jersey Real Estate Commission (N.J.A.C.11:5-1, et seq.), particularly those applicable to the operations of licensed real estate schools, and that if licensed, the school named herein will be operated in accordance with those laws and rules. I am aware that the Real Estate Commission will rely on this information when considering this application and that if any of the information is false, I am subject to punishment.

Signature of School Director

Dated

Make check/money order payable to the STATE TREASURER OF NEW JERSEY

NO PERSONAL CHECKS ACCEPTED

Please note that a "Universal Form" (background check) and receipt must accompany this application for a sole proprietor and any officer, director, partner or owner of a controlling interest of a corporation, limited liability company or partnership.

Please mail to the:

New Jersey Real Estate Commission
Education Bureau
PO Box 328
Trenton, New Jersey 08625-0328