

NEW JERSEY REAL ESTATE COMMISSION
PO BOX 328
TRENTON, NEW JERSEY 08625

**APPLICATION FOR LICENSURE OF ADDITIONAL TEACHING LOCATION
FOR A NON-PUBLIC REAL ESTATE PRELICENSURE SCHOOL**

Fees subject to change

ORIGINAL LICENSE FEE:

APPLICATION FEE: \$100.00
LICENSE FEE: \$200.00
TOTAL FEE: \$300.00

2ND HALF OF LICENSE TERM FEE:

APPLICATION FEE: \$100.00
LICENSE FEE: \$100.00
TOTAL FEE: \$200.00

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 at least four (4) weeks prior to the date on which you anticipate conducting class at this location. No advertising or promotional materials referring to this location should be utilized until your school has been licensed to use this location.

Name of School

School Director

ADDRESS OF ADMINISTRATIVE OFFICE

Street Address of Administrative Office

Suite or Room Number

City

Zip

Phone

SCHOOL LICENSE REFERENCE NUMBER: _____

For Commission Use Only

Cash Number: _____

License Reference Number: _____ Effective Date: _____

ADDITIONAL TEACHING LOCATION

Name of Additional Teaching Location

Street Address of Location	Suite or Room Number	
City	Zip	Phone Number with Area Code

Is this a broker office location? _____ Yes _____ No

If yes, a separate entrance for school use only must exist either from the exterior of the building or from a common foyer or lobby. Students must not be required to walk through the brokerage office area to enter the classroom. See N.J.A.C. 11:5-2.2(x).

I certify that all the information provided on this application is true. I further certify that the school named herein has the legal right to occupy the additional teaching location identified herein and that the said 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 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.

Print Director Name

**AFFIX SCHOOL STAMP
IN AREA BELOW**

Signature of Director

Submit this form along with the appropriate fee to the address indicated above to the attention of the "Education Bureau."