



# PRE-LICENSE SCHOOL APPLICATION

State of Utah  
Department of Commerce  
Division of Real Estate

Please complete (type or neatly print) and submit this **form**, the **items listed below**, and **non-refundable fee** (\$100 for Mortgage and \$50 for Real Estate and Appraisal) to the Division by fax, mail, or in person at the address below.

**\*\*APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 90 DAYS PRIOR TO THE DATE OF THE FIRST CLASS\*\***

OFFICE USE ONLY	
Date Reviewed _____	By _____
<input type="checkbox"/> Denied <input type="checkbox"/> Approved	
Certification _____	Exp. _____

<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
Make checks payable to: Utah Division of Real Estate	
Card # _____	Expires _____
Signature _____	

Director: \_\_\_\_\_ Ph: \_\_\_\_\_

Address: \_\_\_\_\_

School Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Courses:  40-Hour Mortgage Officer     40-Hour Lending Manager     120-Hour Sales Agent     120-Hour Broker  
 Appraisal (list courses for Licensed, Certified Residential, and Certified General) \_\_\_\_\_

- Course Outline with descriptions and time intervals for each subject with at least three learning objectives for every three hours.
- List of each instructor and their certification number and a resume for each guest lecturer, if applicable.
- Itemization of instruction methods (lecture, audio/visual, other) and a list of titles, authors and publishers of ALL textbooks.
- Description and if possible pictures of the physical facility.
- Names and signatures for those authorized by the School Director as "designated signatories" to sign/stamp education certificates.

**Note: only those designated on the list provided to the Division may sign or stamp education certificates.**

- Copy of statement to students outlining days, times and locations of classes; number of quizzes and exams; grading system; attendance requirements; notice of the Qualifying Questionnaire; re-examination and refund policy; and notice of entity solicitation.

- |    | YES                      | NO                       |   |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER had a license or registration of any kind in appraisal, mortgage, real estate, or any other occupation or profession, denied, restricted, suspended, placed on probation, or revoked?   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER resigned, surrendered or allowed a professional registration, license or certificate to expire, while under investigation or while action was pending against you by a government agency?   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Is any investigation or disciplinary action CURRENTLY pending against you by any government agency?   |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Are you CURRENTLY charged with or under investigation for a felony or misdemeanor in any jurisdiction?  |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER been convicted of, or pled guilty or no contest to, or entered a plea in abeyance or diversion agreement to, a felony or misdemeanor in any jurisdiction? <b>Consult court records to determine the nature of any offenses, including traffic offenses which may be felonies or misdemeanors.</b> |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER been on probation, or ordered to pay a fine or restitution or complete community service, in connection with any criminal offense or licensing action?  |

I certify that the information provided with this application is true and that I will comply with all applicable administrative rules.

Signature \_\_\_\_\_

Date \_\_\_\_\_