



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 _____
() Denied () Approved	
Certification _____	Exp. _____

() Check () Visa () MasterCard () American Express	
Make checks payable to: Utah Division of Real Estate	
Card # _____	Expires _____
Signature _____	

Director: _____ Ph: _____

Address: _____

School Name: _____ Fax: _____

Address: _____

Courses: () 20-Hour Mortgage Officer () 40-Hour Lending Manager () 90-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? Consult court records to determine the nature of any offenses, including traffic offenses which may be felonies or misdemeanors. |
| 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 _____