



# REAL ESTATE PRE-LICENSE INSTRUCTOR 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 **\$75 non-refundable fee** to the Division by fax, mail, or in person.

**\*\*APPLICATIONS MUST BE SUBMITTED NOT LESS THAN 30 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 _____	

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

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

Pre-license School(s): \_\_\_\_\_ Ph: \_\_\_\_\_

School Director Signature: \_\_\_\_\_ Ph: \_\_\_\_\_

( ) 120-Hour Sales Agent Course – Provide evidence of high school diploma or equivalent AND five years experience in real estate profession or relevant college-level education related to the course subject AND twelve months full-time teaching experience or attendance at the Division Instructor Development Workshop AND successfully passing the Sales Agent exam.

( ) 120-Hour Broker Course – In addition to items above, provide evidence of at least two years experience in the subjects you will teach: Brokerage Management, Advanced Real Estate Law, Advanced Appraisal, Advanced Finance, Advanced Property Management.

- |    | YES                      | NO                       |   |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER held an appraisal, mortgage or real estate registration, license or certification in any jurisdiction other than Utah?<br><b>If Yes, provide a license history from each jurisdiction with your application.</b>  |
| 2. | <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?   |
| 3. | <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?   |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Is any investigation or disciplinary action CURRENTLY pending against you by any government agency?   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Are you CURRENTLY charged with or under investigation for a felony or misdemeanor in any jurisdiction?  |
| 6. | <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> |
| 7. | <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?  |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Have you EVER had a civil judgment entered against you based on fraud, misrepresentation, or deceit?  |

**YES answers require a detailed letter of explanation and copies of all court documents including charging and judgment documents; court dockets; and proof of completion of probation and restitution orders and payment of fines and judgments.**

I hereby certify that the information provided with this application, including the answers provided above, is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_