

Real Estate School Approval Reinstatement

Georgia Real Estate Commission
Suite 1000-International Tower
229 Peachtree Street N.E.
Atlanta, Georgia 30303-1605
Ph: (404) 656-3916, Fax: (404) 656-6650

For Office Use only

PMD:	FEE:
DDI:	QCI:
PI:	CODES:
EDI:	FI:

School Code: _____ Missed Renewal Date: _____ Reinstatement Fee: \$ _____

Complete this application and submit with the appropriate reinstatement fee to the address noted above. Schools that have been lapsed for less than 1 year may reinstate online at www.grec.state.ga.us and receive a \$25 discount.

Incomplete applications may be returned and charged \$25.

SECTION I – School Data

School Name:			
Location / Street Address:			
City:	State:	Zip:	County:
Mailing Address:			
City:	State:	Zip:	County:
Phone #:	Fax :		
Web Site (optional):		Email:	
Name of School Director:		Name of School Coordinator:	
Director SS#:	Director Date of Birth:		

SECTION II – Convictions or Disciplinary Actions

Circle one answer for each of the following questions:

- Yes No 1. Have you; the school; any owner, officer, or stockholder; any instructor; or the school's director or coordinator ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) any criminal offense other than a traffic violation or (2) any traffic violation that involved driving under the influence of alcohol or drugs, homicide or feticide by vehicle, fleeing the scene of an accident, attempting to elude a police officer, or impersonating a law enforcement officer?
- Yes No 2. Have you; the school; any owner, officer, or stockholder; any instructor; or the school's director or coordinator ever been disciplined by the Georgia Real Estate Commission or by any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, such actions as a reprimand, a suspension, a revocation, a fine or any restriction or special requirements placed on your right to operate as a licensee.)

If you answered YES to question 1 above, attach a certified copy of **a)** the citation, accusation, information, or indictment that led to the conviction and **b)** a certified copy of the sentence of every conviction. Obtain certified copies from the Clerk of Court in the county in which each conviction occurred. If you have answered Yes to question 2 above, for every disciplinary action attach **a)** a certified copy of the final order of the licensing agency that imposed the disciplinary action and **b)** any allegations that preceded the final order. Obtain certified copies from the agency that imposed the disciplinary action. You must also attach an explanation of the circumstances surrounding every conviction and sanction. Failure to supply all of these documents will delay the processing of your application.

SECTION III – Lawful Presence Verification Information – School Director must provide this information!

For the School Director - Attach a Secure and Verifiable Document & a Notarized Affidavit as detailed in the Lawful Presence Verification form located on our web site at www.grec.state.ga.us.

SECTION IV - Sign and date this application in the space below

I certify that I have reviewed this application in its entirety and that to the best of my knowledge it is complete and correct.
I certify that this school will comply with Chapter 520-2 and Chapter 520-3 of the Commission's rules and regulations and with all other policies and procedures required by the Commission for approved schools.

Signature: _____ **Date:** _____