

# Real Estate School Reinstatement

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

## For Office Use only

**PMD:** **FEE:**

**Rec'd:** **Ret'd:**

**CODES:**

**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](http://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:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax :** \_\_\_\_\_ **Web Site:** \_\_\_\_\_

**School Email Address:** \_\_\_\_\_

**School Director:** \_\_\_\_\_ **Director Email:** \_\_\_\_\_

**School Coordinator:** \_\_\_\_\_ **Coordinator Email:** \_\_\_\_\_

## SECTION II – Convictions or Disciplinary Actions

Have you, the school, any owner, officer, or stockholder, any instructor, or the school's director or coordinator 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) driving under the influence (DUI) of alcohol or drugs?

\_\_\_\_\_ NO \_\_\_\_\_ YES \_\_\_\_\_ YES (On File With GREC)

If **YES** and not on file, submit the Background Clearance Application with all required attachments.

Have you, the school, any owner, officer, or stockholder, any instructor, or the school's director or coordinator been disciplined 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 placed on a license.)

\_\_\_\_\_ NO \_\_\_\_\_ YES \_\_\_\_\_ YES (On File With GREC)

If **YES** and not on file, submit the Background Clearance Application with all required attachments.

## SECTION III – Lawful Presence Verification Information

**For the School Director** - Attach a notarized "Lawful Presence Verification" form, along with a "secure and verifiable document", as detailed on our website (if not already on file with GREC).

## 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 of the Commission's rules and regulations and with all other policies and procedures required by the Commission for approved schools.

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_