

# Real Estate School Renewal Application

Georgia Real Estate Commission  
Suite 1000-International Tower  
229 Peachtree Street N.E.  
Atlanta, Georgia 30303-1605  
Ph: 404-656-3916 [www.grec.state.ga.us](http://www.grec.state.ga.us)

## FOR OFFICE USE ONLY

PMD:

Rec'd:

FEE:

Ret'd:

CODE:

**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**).

If the **School Director** is someone other than who is currently on file at GREC, a **Change of Director** form is also required.

For a \$25 fee discount and faster service you may renew online using a credit card at [www.grec.state.ga.us](http://www.grec.state.ga.us)

**School Code #:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_ **Renewal Fee:** **\$125.00**

## Section 1 - Biographical Data

School NAME and LOCATION Address:

School MAILING Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

School Email: \_\_\_\_\_

School Phone: \_\_\_\_\_

Director Email: \_\_\_\_\_

Coordinator Email: \_\_\_\_\_

## Section 2 - Answer "YES" or "NO"

☐ NO

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?

☐ YES

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

☐ NO

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.)

☐ YES

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

## Section 3 - Signature

I, the undersigned applicant, do hereby certify that the information given in this application is true to the best of my knowledge and I do hereby authorize any authorized representative of the Georgia Real Estate Commission to receive any criminal history information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

\_\_\_\_\_  
School Director Signature

\_\_\_\_\_  
Date

Rev 02.2021