

New Jersey Real Estate Commission  
PO Box 328  
Trenton, New Jersey 08625

**Change of School Director Form**

**Fee: \$50.00 in form of a money order, certified check, school business check or Cashiers check. No personal checks will be accepted.**

**NOTE:** Live scan fingerprint process required for the new Director

**ATTENTION ALL NEW DIRECTOR APPLICANTS:**

If the former Director is no longer present, the school may NOT conduct any new real estate pre-licensure courses until a qualified instructor licensee is designated and approved as the new Director.

**General Information:**

Name of School \_\_\_\_\_

School Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Current School Direct Name \_\_\_\_\_

\* Outgoing School Director's **must** submit a letter of resignation.

**New School Director Information:** (Directors MUST be a licensed Real Estate Instructor)

Name of Applicant \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Instructor's Ref. # \_\_\_\_\_ Phone # \_\_\_\_\_

Email address: \_\_\_\_\_

**All Questions Must Be Completed**

1. With the exception of motor vehicle violations, have you ever been conviction of a crime, misdemeanor or disorderly person's offense in the state of NJ or any other state or by the federal government, or are you presently on probation or parole?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is there a criminal complaint, disorderly person's charge, a criminal accusation or criminal information presently pending against you or are you presently under indictment in New Jersey, any other state or by the federal government, or are you presently enrolled in the NJ PTI program or any similar State or Federal Program involving the deferral of the disposition or sentencing in a criminal matter?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever had a real estate license or other professional license, certificate or similar credential revoked, suspended, surrendered in lieu of formal prosecution, or denied in New Jersey or any other state?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Do you have a child support obligation on which there is an arrearage due that equals or exceeds the amount of child support payable for six months, or are you the subject to a child support related warrant or during six months, or during the past six months have you failed to provide any court ordered health care coverage, or have you failed to respond to a subpoena relation to a paternity or child support proceeding?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you UNDER the age of 18 at the time of signing this application?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Do you now hold, or have you ever held ANY license issued by the New Jersey Real Estate Commission?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Has your license or the license of any entity of which you were a broker or owner ever been suspended, revoked or ever been fined by the New Jersey Real Estate Commission?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered “yes” to any of the questions above please give detailed information including all supporting documentation such as, copy of any indictment, judgment of conviction, child support court order or order of revocation/suspension.

List any other **professional** licenses and indicate the State in which the license is active:

1. \_\_\_\_\_ State \_\_\_\_\_
2. \_\_\_\_\_ State \_\_\_\_\_
3. \_\_\_\_\_ State \_\_\_\_\_

I certify that all information provided on this application and all supporting documentation is true. I further certify that the school named herein has the legal right to occupy the site(s) of its administrative office and primary teaching location identified herein and that the said teaching location complies with all federal, state and local laws, rules and ordinances applicable to sites at which educational activity is to be conducted. I further certify that I am familiar with the provisions of New Jersey’s Real Estate Licensing Law (N.J.S.A.45:15-1, et seq.) and of the administrative rules promulgated by the New Jersey Real estate Commission (N.J.A.C. 11:5-1, et seq.), particularly those applicable to the operations of licensed real estate schools and if licensed the school named herein will be operated in accordance with those laws and rules. I am aware that the Real Estate Commission will rely on this information when considering this application and if any information provided is found to be false then I am subject to the punishment of this violation.

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

\_\_\_\_\_  
Date

**\*Submit this application with all Fingerprint Universal forms, receipts and the fee to the address indicated on the first page of this form, to the ATTN: Education Bureau**