



Georgia Real Estate Commission Georgia Real Estate Appraisers Board

229 Peachtree Street NE
Suite 1000 - International Tower
Atlanta, GA 30303-1605
Phone: 404-656-3916
Fax: 404-656-6650
Email: grecmal@grec.state.ga.us

Change of School Director - Real Estate School

NO FEE is required for this application. You may submit this form by mail, fax or email. Only completed application, with all supporting documents, will be processed. An application requiring a background investigation will require additional time to process.

Incomplete applications will be returned unprocessed and may be subject to a \$25.00 charge.

- Attach a **Georgia Criminal Information Center report (GCIC)** if you are a Georgia Resident. If you are not a resident of Georgia, attach an equivalent report from your state of residency. This report must not be more than 60 days old. A report from a party other than a law enforcement agency is not acceptable. **Any** incident listed on the report must receive clearance. In addition, you must disclose any conviction, nolo contendere plea, or first offender sentence **not** reflected on the report.
- Attach a notarized "**Lawful Presence Verification**" form, along with a secure and verifiable document, as noted on our website, www.grec.state.ga.us, **if not already on file with the GREC.**
- The **former Director** completes and signs section **B**, which releases the Director from the School and updates the School record. If the former Director is not available to sign, attach an official letter from the School releasing him/her.

SECTION A - New Director Information

SCHOOL NAME: _____ SCHOOL NUMBER: _____

Name of New Director: _____

Social Security Number: _____ Date of Birth: _____

Residence Address: _____

Street Address

City, State, Zip Code

County

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

If you currently hold, or have previously held, a GA CAM, Salesperson or Broker license, or a GA Appraiser classification, please provide the license or classification number(s):

SECTION B - Statement of Former Director

I, _____, do hereby relinquish the position of Director of the above named School.

FORMER DIRECTOR SIGNATURE

DATE

Rec Dt

Rec By

Fee

Proc By & Proc Dt

Codes

INV

LIC #





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SECTION C - Statement of New Director

(1) Are you currently the Director for a Real Estate School, other than the one listed on this application?

YES NO

If YES, please provide the name of the School(s): _____

Failure to disclose any conviction, nolo contendere plea, or first offender sentence to a criminal offense, is grounds for denial of your license. Additional information about the Background Clearance is located on the website at www.grec.state.ga.us.

(2) In Georgia, or any other state, jurisdiction, or country, have you ever been convicted of, pled nolo contendere to, or been granted first offender treatment upon being charged with (1) a criminal offense other than a traffic violation or (2) driving under the influence (DUI) of alcohol or drugs?

YES NO

You must answer YES to this question even if:

- (a) you have been pardoned for the criminal offense;
- (b) anyone (lawyer, teacher, broker, government official, etc.) has told you that: (1) the offense is not, or is no longer 'on record', (2) the offense has been expunged from your record, or (3) you do not have to disclose the offense, (4) your civil and political rights have been restored, or (5) any similar statement that appears to suggest your 'record' has been cleared; or
- (c) the conviction is not reported by the Georgia Crime Information Center (GCIC) or the National Crime Information Center (NCIC).

If YES, you must include the following documents with this application, UNLESS you have already submitted them to this agency:

- (A) For **every** occurrence (with the exception of a single DUI), provide a **certified copy** of the citation, accusation, or indictment that led to the conviction **AND** a **certified copy** of the sentence / final disposition. If the court disposition is unavailable, provide a letter from the court stating the documents are not available.
- (B) For **every** occurrence (**including** that of a single DUI) provide a **detailed written statement** that includes:
 - 1) an explanation of the circumstances surrounding every conviction
 - 2) whether you have made any required restitution
 - 3) whether you have completed all conditions of your sentence
 - 4) whether you are on parole or probation (*and the date it will end*)

(3) Have you ever been disciplined by the Georgia Real Estate Commission or the Georgia Real Estate Appraisers Board?

YES NO

(4) Have you ever been disciplined by any other 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 NO

If you answered "YES" to question (4), you must include the following documents with this application, UNLESS you have already submitted them to this agency:

- (A) For **every** occurrence, provide a **certified copy** of the final order from the licensing agency that imposed the disciplinary action.
- (B) Provide a **detailed written statement** that includes:
 - 1) an explanation of the circumstances surrounding the disciplinary action
 - 2) whether you have made any required payment
 - 3) whether you have completed all conditions of your disciplinary action
 - 4) whether your license is currently suspended or revoked

Certification

I hereby authorize a representative of the Georgia Real Estate Commission to periodically obtain and receive any criminal history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency.

I hereby certify that I am authorized by the School to bind it to any settlement of a contested case before the Commission as defined in Chapter 13 of Title 50, the "Georgia Administrative Procedure," in which the School may be named Respondent.

I hereby certify the information provided in this application is true to the best of my knowledge and belief.

New Director
Signature: _____

Date: _____

