

1. Application for real estate school license for non-public school;
2. Application for licensure of additional teaching location for a non-public real estate school;
3. Application for real estate school license for public college, university or adult education program;
4. Application for real estate instructor license;
5. Application for change in address of administrative office or primary teaching location of non-public real estate prelicensure school;
6. Application for relicensure of public college, university or adult education program with new director;
7. Application for relicensure of non-public school with new director or with new partner(s) (partnership) or new owner(s) of a controlling interest (corporation) or school name change;
8. Application for waiver of salesperson prelicensure education requirement;
9. Application for partial waiver of broker prelicensure education requirement and/or complete waiver of experience requirements;
10. Experience report for Broker License Applicant; and
11. New Jersey State Police, State Bureau of Identification Request for Criminal History Record Information Form.

(b) Following the receipt by the Commission of complete and accurate application forms with the required fee(s) in the correct form, the applications specified below are generally processed by the Education Bureau within the time frames indicated:

1. Applications for real estate instructor licenses, school licenses, and additional teaching location licenses—three weeks;
2. Applications for a change of address of a licensed school—three weeks;
3. Applications for relicensure of schools with new directors or new owners of a controlling interest—three weeks;
4. Applications for renewal of instructor licenses, school licenses, and additional teaching location licenses—four weeks;
5. Applications for waivers of the prelicensure education requirements and/or the broker experience requirement which do not require the review of additional information—four weeks; and
6. Applications for the approval of experience as a real estate salesperson to fulfill the experience require-

ment for licensure as a broker (see N.J.S.A. 45:15-9 and N.J.A.C. 11:5-3.8)—four weeks.

New Rule, R.2003 d.440, effective November 3, 2003.
See: 34 N.J.R. 4043(a), 35 N.J.R. 5109(a).

11:5-2.6 Education Bureau transaction fees

The fees applicable to transactions processed by the Education Bureau of the Real Estate Commission are listed in the table below.

EDUCATION BUREAU TRANSACTION FEES

Description	Amount
Criminal history check	\$15.00
Application fee, school license	\$100.00
Application fee, instructor license	\$50.00
Initial license fee, non-public school	\$400.00 for licenses issued in the first year of a two-year license term; \$200.00 for licenses issued in the second year of a two-year term.
Renewal fee, non-public school	\$400.00 plus \$200.00 for each additional licensed location
License fee, additional teaching location	\$200.00 for licenses issued in the first year of a two-year license term; \$100.00 for licenses issued in the second year of a two-year term.
Change of address (school)	\$50.00
License fee, instructor	\$200.00 for licenses issued in the first year of a two-year license term; \$100.00 for licenses issued in the second year of a two-year term.
Renewal fee, instructor	\$100.00
Change of name (school)	\$100.00
Change of name for individual	\$50.00
Change of school director	\$50.00
Application fee, waiver of salesperson education	\$25.00
Application fee, waiver of broker education or experience	\$25.00
Application fee, approval of experience report for broker license applicant	\$25.00

New Rule, R.2003 d.440, effective November 3, 2003.
See: 34 N.J.R. 4043(a), 35 N.J.R. 5109(a).

SUBCHAPTER 3. LICENSING

11:5-3.1 Terms of real estate licenses

Commencing July 1, 1997, broker, broker-salesperson, salesperson and branch office licenses shall be issued on the basis of two year license terms. All licenses issued during each biennial term shall run from the date of issuance to the end of the biennial term. All licenses shall expire on June 30 of the second year following the year in which the license term commenced.

New Rule, R.1997 d.159, effective April 7, 1997.
See: 29 N.J.R. 299(a), 29 N.J.R. 1324(b).

11:5-3.2 Payment of fees as prescribed by statute

Any and all fees prescribed by the Real Estate License Act shall be paid by broker's business account check, certified or bank check or money order payable to the State Treasurer of New Jersey. No cash or currency shall be accepted.

Amended by R.1986 d.92, effective April 7, 1986.
See: 17 N.J.R. 2353(a), 18 N.J.R. 702(a).

Added text, "brokers business account check, certified or bank".

11:5-3.3 Criminal history record check

(a) The applicant, if a natural person, shall submit with his or her application for salesperson's or broker's license a New Jersey State Police Request for Criminal History Record Information and a certified check or money order to pay for its processing.

(b) The applicant, if a corporation or partnership, shall submit with its application for license New Jersey State Police Requests for Criminal History Record Information, and certified checks or money orders to pay for their processing, for each officer, director, partner, or owner of a controlling interest.

(c) The Commission may require an individual licensee or any officer, director, partner or owner of a controlling interest of a licensed corporation or partnership to complete and submit to the Commission a New Jersey State Police fingerprint card, and submit a certified check or money order in payment of the processing fee for the card.

R.1971 d.83, effective May 27, 1971.
See: 2 N.J.R. 42(e), 3 N.J.R. 110(d).
Amended by R.1976 d.19, effective January 13, 1976.
See: 7 N.J.R. 567(e), 8 N.J.R. 70(e).
Amended by R.1983 d.471, effective November 7, 1983.
See: 15 N.J.R. 1343(a), 15 N.J.R. 1865(c).

R.1972 d.127, effective June 28, 1972.

See: 4 N.J.R. 17(a).

Amended by R.1983 d.471, effective November 7, 1983.

See: 15 N.J.R. 1343(a), 15 N.J.R. 1865(c).

Reference to a letter and its contents was deleted.

Amended by R.1994 d.60, effective February 7, 1994 (operative July 1, 1994).

See: 25 N.J.R. 4858(a), 26 N.J.R. 803(a).

Amended by R.1998 d.497, effective October 5, 1998.

See: 30 N.J.R. 2333(a), 30 N.J.R. 3646(a).

In (c), changed N.J.A.C. reference in 3.

11:5-3.12 License applications processed by the Licensing Section of the Real Estate Commission

(a) Applications for the following license types are processed by the Licensing Section of the Real Estate Commission:

1. Real Estate Salesperson;
2. Real Estate Broker—Salesperson;
3. Real Estate Broker—Sole Proprietor;
4. Real Estate Broker—Business entity;
5. Real Estate Broker—Broker of Record of a licensed business entity; and
6. Branch office.

New Rule, R.2003 d.440, effective November 3, 2003.

See: 34 N.J.R. 4043(a), 35 N.J.R. 5109(a).

11:5-3.13 Licensing Section forms, instructions, processing times, deadlines

(a) The following forms are utilized by the Licensing Section of the Real Estate Commission:

1. Original salesperson license application;
2. Original broker/broker-salesperson application;
3. Name change (by license or application);
4. Broker status change;
5. Salesperson or broker-salesperson transfer of license (on rear of license document);
6. Broker's Authorized Designee or Power of Attorney;
7. Change of business address;
8. Application for broker license for business entity (includes application for broker of record license);
9. Application for sole proprietor broker license;
10. Application for reactivation within current license term or for reinstatement of salesperson license;
11. Application for reactivation within current license term or for reinstatement of broker-salesperson license;
12. Office Closing affidavit;
13. Application for branch office license;

14. Change of branch office supervisor;

15. Initial Application for Renewal of Broker License and of all related licenses;

16. First Supplemental Renewal Application (lists licensees who became licensed with the broker between the date on which the Initial Renewal Application form was generated and the date on which the First Supplemental Renewal Application form was generated);

17. Second Supplemental Renewal Application (lists licensees who became licensed with the broker between the date on which the First Supplemental Renewal Application form was generated and the expiration date of the license term in which the renewal forms are generated);

18. Change of corporate representative and multiple license;

19. Change of broker of record;

20. Change of corporate title;

21. Corporate license and multiple broker license;

22. Reinstatement of business entity broker license;

23. Reinstatement of sole proprietor broker license;

24. Additional broker of record license to sole proprietor broker;

25. Change of tradename or new tradename;

26. Multiple broker of record license;

27. Temporary broker's license;

28. Change of Broker of Record Affidavit;

29. Individual irrevocable consent to service of process;

30. Corporate irrevocable consent to service of process;

31. Partnership/LLC/other irrevocable consent to service of process; and

32. New Jersey State Police, State Bureau of Identification Request for Criminal History Record Check form.

(b) In addition to the instructions that are contained on the forms themselves, separate instructions for the licensing forms related to broker licenses and branch offices are available from the Licensing Section.

(c) License applications are normally processed within 15 business days from the date a complete and accurate application with all required fees in the correct form is received. Processing times during the biennial renewal of licenses may vary. License certifications are normally processed within 15 business days from receipt of the written request and correct fee.

(d) Deadlines for the submission of license applications and other required forms are as follows:

1. Original salesperson, broker-salesperson or broker: one year from date on which precicensure course and education requirements were completed (see N.J.A.C. 11:5-3.6(c) for salespersons and 11:5-3.8(e) for brokers and broker-salespersons);
2. Applications for the reinstatement of a salesperson, broker-salesperson or brokers license: two years from the expiration date of the last license held unless exempted as provided in N.J.S.A. 45:15-9;
3. Brokerage firm office closing affidavit: within 30 business days from date of closing (see N.J.A.C. 11:5-3.9(c));
4. Brokerage firm change of address: prior to or immediately upon move to new address (see N.J.S.A. 45:15-12 and 45:15-13);
5. Temporary broker license: within 30 business days from date of death or of incapacity of sole proprietor broker or broker of record (see N.J.S.A. 45:15-11.3); and
6. License renewals:
 - i. Initial renewal application: by June 30 of the year in which the license is due to expire (see N.J.A.C. 11:5-3.1);
 - ii. First supplemental renewal application: 45 days from date application issued; and
 - iii. Second supplemental renewal application: 30 days from date application issued.

(e) Late fees are assessed for license renewals post-marked and received by the Commission after the deadlines referenced in (d)6 above. Those fees are set forth in N.J.A.C. 11:5-3.14.

New Rule, R.2003 d.440, effective November 3, 2003.
See: 34 N.J.R. 4043(a), 35 N.J.R. 5109(a).

11:5-3.14 Licensing fees

The fees applicable to transactions processed by the Licensing Section of the Real Estate Commission are listed in the table below. Renewal fees are assessed biennially for the renewal of licenses for a two-year term pursuant to N.J.S.A. 45:15-15. All other fees are payable in full regardless of when during a license term the application to which the fee pertains is submitted.

LICENSE FEES

Initial License Fees (amounts include \$50.00 application fee, \$15.00 criminal history record check fee for each indi-

vidual required by N.J.A.C. 11:5-3.3 to undergo such a check and, where applicable, Real Estate Guaranty Fund fees of \$10.00 for salespersons and \$20.00 for brokers and broker-salespersons. See N.J.S.A. 45:15-35.):

<u>License</u>	<u>Fee</u>
Corporations, partnerships and other business entities	\$270.00
Broker of record	\$285.00
Sole proprietor broker	\$285.00
Broker-salesperson	\$285.00
Salesperson	\$175.00
Branch office	\$150.00
Temporary broker license	\$250.00
Multiple broker license	\$270.00

Renewal Fees:

<u>License</u>	<u>Fee</u>
Corporations, partnerships and other business entities	\$200.00
Broker of record	\$200.00
Sole proprietor broker	\$200.00
Broker-salesperson	\$200.00
Salesperson	\$100.00
Branch office	\$100.00

Late Renewal Fees:

<u>License</u>	<u>Fee</u>
Corporations, partnerships and other business entities	\$ 40.00
Broker	\$ 40.00
Broker-salesperson	\$ 20.00
Salesperson	\$ 20.00
Branch office	\$ 10.00

Transfers:

<u>License</u>	<u>Fee</u>
Broker-salesperson	\$ 25.00
Salesperson	\$ 25.00

Reinstatements of unrenewed licenses (amounts include \$50.00 application fee):

<u>License</u>	<u>Fee</u>
Corporations, partnerships and other business entities	\$250.00
Broker of record	\$250.00
Sole proprietor broker	\$250.00
Broker-salesperson	\$250.00
Salesperson	\$150.00
Branch office	\$150.00

Changes:

<u>Type</u>	<u>Fee</u>
Name change	\$ 50.00
Change of business address: sole proprietor brokers and corporations, partnerships or other business entities (plus \$10.00 for each individual licensee)	\$ 50.00
Change of status—sole proprietor, broker, broker of record or broker-salesperson	\$ 50.00
Change of branch office supervisor	\$ 50.00

New Rule, R.2003 d.440, effective November 3, 2003.
See: 34 N.J.R. 4043(a), 35 N.J.R. 5109(a).