

Pennsylvania Licensees

PENNSYLVANIA SALESPERSON WANTING TO BECOME LICENSED AS A NEW JERSEY SALESPERSON

First Option:

Come to New Jersey and take the 75 hour pre-licensure course and follow the normal procedures for licensure. This includes:

- Attending all classes
- Passing a school final examination
- Passing the State examination (Candidates must pass both portions of exam simultaneously, this includes state and national)

Second Option:

1. Take 15 hours of a broker pre-licensure course in Pennsylvania at a school approved by the Pennsylvania Real Estate Commission.
2. Complete a New Jersey Salesperson Waiver Application
3. Submit a current Certificate of Licensure from the Pennsylvania Real Estate Commission (an original document issued within 30 days)
4. Attached a transcript certifying to the successful completion of the 15 hour Broker course (transcripts must state that these credits would be applied towards the broker credits required in Pennsylvania)
5. Submit a money order or certified check for \$25.00 (non-refundable processing fee)

If your application is approved, you will be issued a Certificate of Eligibility which you must present to the test site center supervisor at the time of examination.

For more information call the NJ Real Estate Education Bureau at 609-292-7272 ext. 50305 or www.dobi.nj.gov .

Pennsylvania Broker Licensees

PENNSYLVANIA BROKER WANTING TO BECOME LICENSED AS A NEW JERSEY BROKER

If **ACTIVELY** engaged in the business on a full-time basis as a licensed broker for the three years immediately preceding the date of application, you are required to do the following:

- Complete Broker Waiver Application
- Submit a current Certification of Licensure from the Pennsylvania Real Estate Commission (an original document issued within 30 days)
- Submit a money order or certified check for \$25.00 (non-refundable processing fee)
- Provide proof of legal presence in the United States
- Submit a letter from your employing broker (on company letterhead) certifying to your full time employment over the last three year. **NOTE:** If you are the employing broker, certify to your full time employment on your own letterhead.

If your application is approved, you are required to take **TWO** 30-hour courses in New Jersey. One course on **Agency/Ethics** and one on **Office Management**.

After both courses are complete, submit the school certificate to the New Jersey Real Estate Commission. You will be issued a Certificate of Examination Eligibility to present to the site center supervisor when taking the examination.

For more information call the NJ Real Estate Education Bureau at 609-292-7272.

State of New Jersey
Department of Banking and Insurance

Real Estate Commission

20 West State Street

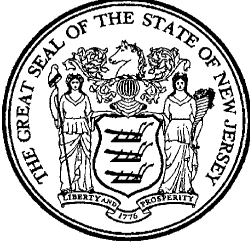
P.O. Box 328

Trenton, NJ 08625-0328

www.dobi.nj.gov

PHONE: 609-292-7272, EXTENSION 50596

FAX: 609-292-0944



**SALESPERSON
"EDUCATION WAIVER"
APPLICATION**

TO: Applicants for Waiver of the Education Requirement for Licensure as NJ Real Estate Salesperson
FROM: New Jersey Real Estate Commission (NJREC), Education Section
SUBJECT: **SALESPERSON EDUCATION WAIVER CRITERIA**

The law which establishes the requirement for licensure as a New Jersey real estate salesperson provides: "...As a prerequisite to admission to an examination, every individual applicant for licensure as a real estate salesperson shall give evidence of satisfactory completion of 75 hours in the aggregate of such courses of education in real estate subjects at a school licensed by the Commission as the Commission shall by regulation prescribe. At least three hours of that course of study shall be on the subjects of ethics and ethical conduct in the profession of a real estate salesperson." **N.J.S.A. 45:15-10.1.**

N.J.S.A. 45:15-10.2 and N.J.S.A. 11:5-2.1(e) provide for the waiving of this requirement in the following cases:

1.) **Salesperson** who have earned a college degree from any accredited institution of higher education, provided that:

- The total number of college level classroom hours devoted to real estate and related subjects was 75 or more and such courses were completed within three (3) years of making application; **or**
- The applicant received a bachelor or associate degree in real estate regardless of how long prior to their application for a waiver they received that degree: **or**
- The applicant satisfactorily completed 75 or more classroom hours of course work in real estate or related subjects, at least 45 hours of which consisted of instruction on real estate conducted as part of a post-graduate program and that such post-graduate studies were completed within three (3) years of making application.

2.) **Salesperson** who hold or held a real estate license issued by another State, provided that:

- The applicant has satisfactorily completed a prelicensure course of real estate education at a proprietary school, college or university in that State;
- The prelicensure course was sanctioned by the real estate licensing authority of that State;
- The total number of classroom hours included in the course was 75 or more;
- The applicant qualified for licensure in that State by examination; and
- The applicant was actively license in that State within three (3) years of applying for the waiver

3.) **Brokers** who have held a real estate broker's license issued by another State and who were actively engaged in the real estate brokerage business within three years immediately preceding the date of application;

4.) A **NJ real estate broker** who previously held a license and whose last license expired more than two (2) years ago, but less than five (5) years prior to application.

5.) **Attorneys-at-law** admitted to practice in NJ or in any other State, at the time of making application;

6.) In addition, if you are an **honorably discharged disabled veteran and a citizen of NJ** and have completed at least 75 hours of study in real estate at an accredited college or university for credit, you will qualify for both an initial and renewal license fee waiver. **See N.J.S.A. 45:15-11 and N.J.S.A. 11:5-2.1(a).**

ALL APPLICANTS APPLYING FOR A REAL ESTATE LICENSE, WHETHER AS A BROKER, BROKER-SALESPERSON OR SALESPERSON, SHALL BE A MINIMUM OF 18 YEARS OF AGE & HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT.

SALESPERSON "EDUCATION WAIVER" APPLICATION (-continued-)

I AM APPLYING FOR A NEW JERSEY SALESPERSON EDUCATION WAIVER BASED ON AT LEAST ONE OF THE FOLLOWING ACCEPTANCE CRITERIA:

A. I am a citizen of New Jersey and an honorably discharged disabled veteran and have completed a minimum of 75 hours of study in real estate at an accredited college or university for credit.
Attach the following most current document(s) with the waiver:
1.) USA military Honorable Discharge papers (DD-214),
2.) USA military Certificate(s) of Disability (Veteran's hospital) listing all disabilities and associated total percentage(s) of each disability,
3.) College/University/Graduate school transcript(s)

B. I am an attorney-at-law licensed to practice in _____.
Attach the following most current document(s) with the waiver:
1.) Certificate of Good Standing issued by the Clerk of the Supreme Court of the State in which you are admitted to practice. Must be current & issued within 30 days of application.

C. I am a licensed broker of the State of _____ and have been actively engaged in the real estate brokerage business for three (3) years or more continuous full-time immediately preceding the date of this application.
Attach the following most current document(s) with the waiver:
1.) Certification of Licensure, it is **NOT** your license. Must be current & issued within 30 days of application.

D. I hold, or held, a real estate license issued by another State and qualified for that license by examination and I satisfactorily completed a prelicensure course in real estate education at a proprietary school, college or university in that State. The course consisted of 75 or more classroom hours and was sanctioned by the real estate licensing authority of that State. I was actively licensed in that State within three years of applying for the waiver.
Attach the following most current document(s) with the waiver:
2.) Certification of Licensure, it is **NOT** your license. Must be current & issued within 30 days of application.

IF APPLYING UNDER E, F & G (FORMAL ACCREDITED EDUCATIONAL WAIVER), (ATTACH A COPY OF YOUR COLLEGE/UNIVERSITY/GRADUATE SCHOOL TRANSCRIPTS)

E. I have received a bachelor's or associate's degree in real estate from an accredited college/ university/ graduate school.

F. I have earned a college degree from an accredited college or university and the total number of college level classroom hours devoted to real estate, and related subjects was 75 or more and such courses were completed within three (3) years of making application.

G. I satisfactorily completed 75 or more classroom hours of course work in real estate or related subjects at an accredited college or university. At least 45 hours of coursework which consisted of instruction on real estate conducted as part of a post-graduate program which post entries were completed within three (3) years of making this waiver application.

EXPIRED BROKER LICENSE

H. I previously held a license as a New Jersey real estate broker where the license expired more than two (2), but less than five (5) years prior to making this waiver application.

ALL APPLICANTS APPLYING FOR A REAL ESTATE LICENSE, WHETHER AS A BROKER, BROKER-SALESPERSON OR SALESPERSON, SHALL BE A MINIMUM OF 18 YEARS OF AGE & HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS WAIVER APPLICATION AND RELEVANT ATTACHMENTS ARE COMPLETELY TRUE AND CORRECT AND THE NJREC MAY RELY ON ITS TRUTHFULNESS IN CONSIDERING THIS APPLICATION. I FURTHER CERTIFY I AM AT LEAST 18 YEARS OF AGE AND HAVE A LEGITIMATE HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY.

Date (mm/dd/yy)

PRINT NAME OF APPLICANT

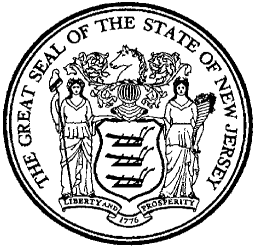
SIGNATURE OF NAME OF APPLICANT

TO EXPEDITE THE PROCESSING OF YOUR NJ SALESPERSON EDUCATION WAIVER APPLICATION

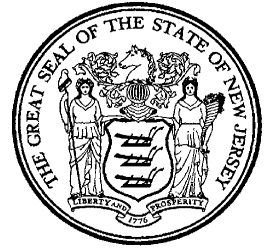
Prior to submission of your NJ salesperson education waiver application, please remember to comply with the following NJREC requirements:

- A. Complete the NJ salesperson education waiver application in entirety.
NOTE: Any incomplete, incorrect, illegible or missing documentation and/or information can halt processing and/or potentially result in the return of the application package minus the non-refundable \$25.00 application fee.
- B. All completed applications must have your full legal name (First, Middle Initial, Last Name), both printed and signed, and the date (mm/dd/yyyy) completed.
- C. Obtain a valid "original" Certificate of Licensure (COL), from the Real Estate Commission of the jurisdiction you are applying from. Do not have your Real Estate Commission send the COL to the NJREC. The "original" COL must be part of your NJ salesperson's waiver application package submission. Your real estate license is not an acceptable substitute for an official COL
NOTE: The Real Estate Commission's COL cannot exceed 30 days, otherwise a new COL will be required. 30 calendar days is identified as the period of time from date of issue to receipt by the NJREC Education Bureau.
- D. Completion of additional hours may be required to meet the New Jersey salesperson 75-hour licensing requirement. If so, you must obtain, and submit, a valid and "original" school completion certificate(s), or transcript(s).
The only acceptable alternative(s) to meet the minimal 75-hour requirement are as follows:
aa.) NJREC approved 15-hour "refresher" course available at most NJREC approved real estate schools;
bb.) Certificates, or transcripts, of additional Broker only pre-licensure course hours.
NOTE: Courses hours completed in NJ must be physically taken at an approved NJREC real Estate school. **HOWEVER**, on-line course hours will be accepted only if the Real Estate Commission of the non- New Jersey jurisdiction, in which you hold your real estate license, approves of on-line real estate broker only pre-licensure courses.
- E. Include the \$25.00 salesperson waiver non-refundable application fee. Details as follows:
- Only "ACCEPTABLE" payment types: Business check, bank cashier or certified check or money order.
 - Make acceptable payment types payable to: "STATE TREASURER OF NEW JERSEY"
 - "UNACCEPTABLE" payment types: personal checks, cash, credit cards
- F. Submit all "original" documentation, namely your NJ salesperson education waiver application, COL, \$25.00 application fee, and any related documents, as a complete package, NOT as individual pieces, to:

NEW JERSEY REAL ESTATE COMMISSION
20 West State Street
P.O. Box 328
Trenton, New Jersey 08625-0328
Attn: Stephen Thompson, NJREC Education Bureau, 7th floor



State of New Jersey
Department of Banking and Insurance
Real Estate Commission
P.O. BOX 328
TRENTON, NJ 08625-0328
PHONE: (609) 292-7272
FAX: (609) 292-0944
Main Website: www.dobi.nj.gov



TO: Applicants considering applying for waivers of the Experience and/or Education Requirements for Licensure as a New Jersey Real Estate Broker

FROM: NEW JERSEY REAL ESTATE COMMISSION: EDUCATION SECTION

SUBJECT: **CRITERIA FOR WAIVER(S) OF THE EDUCATION AND EXPERIENCE REQUIREMENTS FOR LICENSURE AS A NEW JERSEY REAL ESTATE BROKER**

Set forth below is a summary of the requirements for broker education and experience waivers for the three categories of persons eligible for such waivers.

All applicants applying for a license whether as a real estate Broker, Broker-Salesperson or Salesperson must be a minimum of 18 years of age and have a high school education or equivalent.

To qualify for licensure as a New Jersey Real Estate Broker, candidates are required to complete three separate courses totaling 150 hours of Broker pre-licensure education. Only the 90 hour course may be waived.

All Broker license candidates, with the exception of qualifying disabled veterans and unless otherwise noted, must complete the following criteria within one (1) year of approval by the NJ Real Estate Commission:

- 1. Submit only original documents containing raised seals and/or stamps, and letters on business stationery, with your Broker waiver application.**
- 2. After approval from the NJ Real Estate Commission, complete in entirety two (2) thirty hour courses: Ethics/Agency and Office Management & Related Topics. NOTE: See N.J.A.C. 11:5-2.1(c) and (e)**
- 3. Pass a NJ Brokers examination, which consists of both NJ and National real estate questions, with a score of 70% or higher**
- 4. Electronic fingerprint scan and criminal history check**
- 5. A valid Salesperson's license and actively engaged in the real estate brokerage business for three (3) years or more continuously immediately preceding the date of application if applying for a waiver of the 90 hour broker course. (ATTORNEY'S ONLY)**

NOTE: Extensions beyond the one (1) year will not be granted for any reason.

IF YOU MEET THE QUALIFYING REQUIREMENTS, REVIEW THE FOLLOWING REQUIRED MATERIAL AND COMPLETE THE ATTACHED WAIVER APPLICATION FORM AND RETURN IT WITH ALL APPLICABLE DOCUMENTATION AND FEES.

I) DISABLED VETERANS - EXPERIENCE AND EDUCATION WAIVERS

Submit Certificates of Disability from Veterans Administration and of Honorable Discharge, and College/Graduate School transcripts confirming completion of 225 class hours in real estate, or completed and signed (all four sections) NJ School Certificate.

II) NON-NJ BROKERS - EXPERIENCE & EDUCATION WAIVERS

Submit the original copy of **CURRENT LICENSE HISTORY**, **NOT A COPY OF YOUR LICENSE**, to be obtained from the licensing authority in the State where you are licensed as a resident Broker confirming continuous licensure as a Broker in that State full-time continuous for the last three (3) years immediately preceding your application.

If you are the **SOLE PROPRIETOR**, submit a letter on your business stationery indicating you have been actively engaged in the real estate brokerage business on a full-time continuous basis for the three (3) years immediately preceding your application and not merely licensed.

If you are a **BROKER, BROKER-SALESPERSON OR ASSOCIATE BROKER**, submit a notarized letter from your employing Broker stating that you have been employed on a full-time basis and actively engaged in the real estate brokerage business as a Broker-Salesperson or Broker Associate for the three (3) years immediately preceding your application and not merely licensed.

If you qualify for **waivers of both the education (90 hour course) and experience requirements**, a waiver letter confirming same will be sent to you. Within one (1) year of the issuance of the waivers you must complete the two additional thirty (30) hour broker courses. **NOTE: Please DO NOT enroll in either of the two 30 hour Broker courses until you have received a waiver of the 90 hour Broker course from the NJ Real Estate Commission.**

On completion of each individual Broker pre-licensure course, an authorized school official will validate (sign, date and stamp) each corresponding area of the NJ BROKER SCHOOL CERTIFICATE OF COMPLETION.

After finishing the second of the two 30 hour pre-licensure Broker courses you must:

- 1) Mail the completed NJ BROKER SCHOOL CERTIFICATE OF COMPLETION containing the approved:**
 - a. 90 Hour Pre-licensure Course – “Real Estate Broker Requirement;**
 - b. 30 Hour Pre-licensure Course – Brokers’ Ethics & Agency Law**
 - c. 30 Hour Pre-licensure Course – Brokers’ Office Management**
- 2) Request the issuance of a BROKER OF EXAMINATION ELIGIBILITY CERTIFICATE**
- 3) Mail this information, and all other required information, including a copy of your birth certificate or U.S. Passport (expired or unexpired) establishing your U.S. Citizenship, or a copy of INSFORM I-551 “Green Card” establishing your legal presence in this country, to the address located on the last page of this Broker waiver document.**
- 4) Presuming all submissions are completed in entirety, and approval is granted by the NJ Real Estate Commission, you will receive:**
 - a. An eligibility notification letter which contains information on how to make an appointment to take the Broker license examination and upon passing the exam how to apply for a Broker’s license.**
 - b. A Certificate of Examination Eligibility to gain entrance to take the examination.**

III) NJ ATTORNEYS IN GOOD STANDING - EDUCATION WAIVER ONLY

Submit original copy Certificate of Good Standing issued by the Clerk of the NJ Supreme Court.

NJ attorneys in good standing are eligible only for a waiver of the 90 hour broker course requirement.

There is no provision in the applicable law (N.J.S.A. 45:15-9 and 45:15-11) on the basis of which the Commission can waive the three (3) years of full-time experience as a real estate salesperson.

All NJ attorneys who wish to obtain a broker's license must first be licensed and work on a full-time basis as a salesperson under the authority of a broker for three (3) full years.

Such persons should apply for a waiver of the 90 hour broker course based upon their status as a NJ attorney in good standing as of the date of the application for the waiver.

NOTE: The waiver remains in effect for a period of one year only.

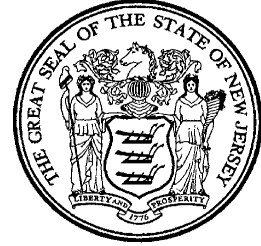
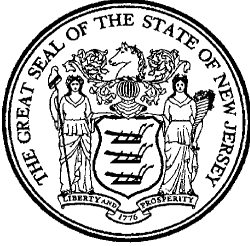
After the waiver is issued, applicants must complete the two additional 30-hour broker courses and apply for approval of their 3 years of full time experience as a salesperson.

Approval is granted presuming all requirements have been met.

A Certificate of Examination Eligibility will be issued.

**State of New Jersey
Department of Banking and Insurance
Real Estate Commission**

P.O. BOX 328
TRENTON, NJ 08625-0328
PHONE: (609) 292-7272
FAX: (609) 292-0944
Main Website: www.dobi.nj.gov



**APPLICATION FOR
WAIVER OF NJ BROKER LICENSE
EDUCATION AND/OR EXPERIENCE
REQUIREMENTS**

| | |
|--------------------|--|
| LEGAL NAME: | |
|--------------------|--|

(Mr. Mrs. Ms.; First M.I. Last; Sr. Jr.)

| | | | | | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|---|---|------------------------------|--|
| SOCIAL SECURITY NUMBER (ID only): | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> <td style="width:10%; height: 20px;"></td> </tr> </table> | | | | | | | | | | | - | - | BIRTH DATE (mm/dd/yy) | |
| | | | | | | | | | | | | | | | |

| | | |
|-------------------------------------|------------------------------------|---------------------------------------|
| RESIDENTIAL MAILING ADDRESS: | | |
| | <small>(Number and Street)</small> | <small>(Apt./Suite)</small> |
| | <small>(P.O. Box)</small> | |
| <small>(County)</small> | <small>(City)</small> | <small>(State) (Zip Code + 4)</small> |

| | | |
|----------------------------------|------------------------------------|---------------------------------------|
| BUSINESS MAILING ADDRESS: | | |
| | <small>(Number and Street)</small> | <small>(Apt./Suite)</small> |
| | <small>(P.O. Box)</small> | |
| <small>(County)</small> | <small>(City)</small> | <small>(State) (Zip Code + 4)</small> |

| | | | | |
|-----------------------|---|-----------------------|---|-----------------------|
| TELEPHONE NO.: | | | | |
| | <small>(Home including area code)</small> | <small>(Ext.)</small> | <small>(Work including area code)</small> | <small>(Ext.)</small> |
| | <small>(Cell Phone including area code)</small> | | | |

| | |
|------------------------|--|
| E-MAIL ADDRESS: | |
|------------------------|--|

APPLICANT AFFIDAVIT

**I certify the information I provided for this NJ Broker Waiver application is completely correct.
I understand that any falsification of information may result in a denial of licensure.**

_____ **Date** (mm/dd/yy)

_____ **PRINT** (Name of Applicant)

**ALL APPLICANTS APPLYING FOR A REAL ESTATE LICENSE
WHETHER AS A BROKER, BROKER-SALESPERSON OR SALESPERSON
MUST BE A MINIMUM OF 18 YEARS OF AGE AND HAVE A HIGH SCHOOL
EDUCATION OR EQUIVALENT**

I AM APPLYING FOR A WAIVER OF THE:

- 90 Hour Broker Education Course Requirement**
- Broker Experience Requirement - Three (3) years of full-time activity as a salesperson immediately preceding your application.**

EDUCATION WAIVER APPLICANTS:

- I am a citizen of New Jersey and an honorably discharged disabled veteran and have completed 225 course hours of study in real estate at an accredited college or university for credit. **[Attach the Certificates of Disability and Honorable Discharge and College/Graduate school transcript(s).]**
- I am an attorney-at-law currently licensed to practice in New Jersey. **(Attach Certificate of Good Standing issued by the Clerk of New Jersey Supreme Court. Certificate must be current and issued within 30 days of making application.)**
- I am a licensed broker of the State of _____ and have been so licensed and actively engaged in the real estate brokerage business for three years or more immediately preceding the date of this application; my activity is indicated on the reverse side. **(Attach an original copy of the License History from the licensing authority in US State where you are licensed as a resident broker. The License History must be current and issued within 30 days of making application.**

NOTE: Your real estate license OR a certification of licensure, etc. is NOT, and cannot be used, as a substitute for your license history.

DEFINITIONS:

LICENSE HISTORY – a document obtained from a Real Estate Commission validating you as a real estate professional in good standing depicting your real estate license “active dates” (mm/dd/yy). Differs from a Certification of Licensure because it gives exact details of all employing brokerages, actual dates (mm/dd/yy) employed by each brokerage, broker of record names, business contact information, etc. **MANDATORY FOR NJ BROKER WAIVER**

CERTIFICATION OF LICENSURE - a document validating you are a real estate professional in good standing. Depicts your real estate license time period. **Used for a NJ Salesperson waiver, NOT A NJ BROKER WAIVER**

REAL ESTATE LICENSE – An actual hardcopy license depicting your business name, license reference number and real estate license dates (mm/dd/yy). **Identification used for your daily real estate activities**

EXPERIENCE WAIVER APPLICANTS:

- I am a citizen of New Jersey and an honorably discharged disabled veteran and have completed 225 course hours of study in real estate at an accredited college or university for credit. (Attach Certificates of Disability and Honorable Discharge and College/Graduate school Transcripts(s).
- I am a licensed broker of the State of _____ and have been so licensed and actively engaged in the real estate brokerage business for three years or more on a full-time basis immediately preceding the date of this application; my activity is indicated on reverse side. **(Attach an original copy of the License History from the licensing authority in US State where you are licensed as a resident broker. The License History must be current and issued within 30 days of making application.**

NOTE: A real estate license OR a certification of licensure, etc. is NOT, and cannot be used, as a substitute for your license history.

In order to qualify for licensure as a New Jersey Real Estate Broker, candidates are required to complete three separate courses totaling 150 hours of broker prelicensure education. Only the 90-hour general course may be waived for qualified persons.

ALL broker license candidates with the exception of qualifying disabled veterans must complete the two thirty hour courses on Ethics/Agency and Office Management and Related topics. See N.J.A.C. 11:5-2.1 (c) and (e).

ACTIVITY REPORT FOR BROKER WAIVER APPLICANT **(Only list the last three (3) continuous years immediately prior to application)**

| APPLICATION TYPE | | QUANTITY | DOLLAR VOLUME |
|----------------------------|-------------------------|-----------------|----------------------|
| SALES | HOME | | \$ |
| | LOT | | \$ |
| | ACREAGE | | \$ |
| | COMMERCIAL | | \$ |
| | INDUSTRIAL | | \$ |
| | LISTINGS SOLD | | \$ |
| | OTHER CATEGORIES | | \$ |
| LEASES | RESIDENTIAL | | \$ |
| | COMMERCIAL | | \$ |
| | INDUSTRIAL | | \$ |
| | SEASONAL | | \$ |
| MORTGAGES PROCESSED | RESIDENTIAL | | \$ |
| | COMMERCIAL | | \$ |
| | INDUSTRIAL | | \$ |

If applicant exerts extensive experience in a specialized field, attach a separate sheet describing the specialized field and the nature and volume of transactions in details.

CERTIFICATION

- I hereby certify that the information contained on both sides of this application and all attachments is true and correct, and that the New Jersey Real Estate Commission may rely on its truthfulness in considering this application.
- I further certify I am a high school graduate or have high school equivalency and that I am a citizen of the United States or legally present in this country.
1. If a USA citizen, attach a copy of birth certificate or U.S. Passport expired or unexpired. If a legally present non-citizen, attach copy of INS FORM I-551 "Green Card".
 2. If you are applying as a NJ attorney or a disabled veteran you do not need to above such documentation.

Date (mm/dd/yy)

PRINT (Name of Applicant)

SIGN (Name of Applicant)

**PRE-SUBMISSION CHECKLIST
FOR
NJ BROKER WAIVER APPLICATION**

1. Complete the waiver application in entirety. NOTE: Incomplete, illegible or missing documentation will be returned unprocessed.
2. Include all additionally requested materials (e.g. – license history, etc.)
3. Sign and date the waiver application
4. Enclose an application fee of \$25.00 made payable to:
"STATE TREASURER OF NEW JERSEY"
 - a. Acceptable payment types: Broker, Attorney or Business account checks, certified or cashier's checks, or money orders.
 - b. Unacceptable payment types: **NO PERSONAL CHECKS OR CASH** otherwise will be returned with waiver application unprocessed.
 - c. \$25.00 application fee is non-refundable

MAILING INFORMATION

Send your completed broker education waiver application including related documentation and the \$25.00 application fee to:

**NEW JERSEY REAL ESTATE COMMISSION
20 West State Street
P.O. Box 328
Trenton, New Jersey 08625-0328
Attn: Education Bureau**