



**INSTRUCTIONS FOR AN  
APPROVED PRE-LICENSE REAL ESTATE SCHOOL  
BRANCH OR EXTENSION LOCATION**

511

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**ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL  
REGULATION**

**Division of Professional Regulation/Real Estate Professions Section  
320 West Washington Street  
Springfield, Illinois 62786  
217/785-9300**

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1. Complete application in its entirety.
  - a. The application must be signed by the School Administrator/Director of the school. The individual must be registered with the Illinois Department of Financial and Professional Regulation. If this is signed by someone other than the school Administrator/Director the application will be returned.
  - b. All applications must be mailed with their appropriate fee to:

Illinois Department of Financial and  
Professional Regulation  
Real Estate Education  
320 West Washington Street  
Springfield, IL 62786

**If you have any questions, please contact our office:  
Real Estate Licensing 217-785-9300**
2. Attach a sketch/diagram of the branch or extension location giving dimensions of same. The diagram should include exits, restrooms and classrooms.
3. All applications must include a lease agreement or space use agreement or statement.
  - a. The lease agreement may be signed by each party (School Administrator and the branch location owner) or only the School Administrator.
  - b. The space use agreement can be in the form of a letter signed by the branch location owner giving permission to the school to use their location.
  - c. If (a) and (b) are not available, the Illinois Department of Financial and Professional Regulation, will accept a statement from the School Administrator explaining why the above is not available and that they have permission to use the branch location.
4. Application Fee:
  - a. A non-refundable fee of \$175 per application is required to open a branch associated with an approved proprietary school.

## APPLICATION FOR AN APPROVED PRE-LICENSE REAL ESTATE SCHOOL BRANCH OR EXTENSION LOCATION

	<b>Illinois Department of Financial and Professional Regulation</b> Division of Professional Regulation/Real Estate Professions Section 320 West Washington Street Springfield, IL 62786 <b>217-785-9300</b>	<b>PROFESSION CODE</b>  <b>511</b>
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*Important Notice: Completion of this form is necessary to accomplish the requirements outlined in The Real Estate Licensing Act of 2000. Disclosure of this information is **REQUIRED**. Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.*

**A SIGNED LEASE, DIAGRAM AND FEE (IF APPLICABLE) MUST ACCOMPANY THIS APPLICATION**

1. School Name	2. School Approval Number  <b>510-</b>
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3. School Address (include street, city, state and zip code)

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4. School Administrator	5. Telephone Number for Main School (include Area Code)  ( ___ ) ___ - ____
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6. Branch Location Name	7. What is the Maximum enrollment for any one course at the branch location?
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8. Branch Location Address ( include street, city, state, and zip code)

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I hereby certify that all information herein is true and accurate to the best of my knowledge, that I am the person legally authorized to sign this application, and that the above facilities comply with applicable fire codes.

\_\_\_\_\_  
School Administrator Signature

\_\_\_\_\_  
Date