

**Professional Licensing Agency**  
402 West Washington Street  
Room W072  
Indianapolis, IN 46204



**Eric J. Holcomb**  
*Governor of Indiana*  
**Deborah J. Frye**  
*PLA Executive Director*

### Real Estate School Renewal

Renew online at [MyLicense.IN.gov](http://MyLicense.IN.gov) by using your license number and registration code. Registration codes were provided in the renewal notice emailed or mailed to each facility. To renew by mail, send this form with the renewal fee of \$50.00 and the required documents listed below to the address above, allowing 4 weeks for processing. If renewing by mail, make check or money order payable to 'Indiana Professional Licensing Agency' and include your required documentation as described below.

**LICENSEE INFORMATION: Update address, if needed, and provide a current phone number and email address**

Enter School Name	Enter License Number	Enter Expiration Date	Renewal Fee \$50.00
Street Address			
City	State	Zip Code	
Phone Number	Email Address		

**LICENSEE AFFIRMATION**

My signature below indicates our desire to renew our Real Estate School license for another year.

Signature of Officer	Date (month, day, year)
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**Required Documentation:** Pursuant to 876 IAC 6-2, renewal of your Real Estate School license and approved courses requires the following:

- A.) A copy of your annual report; and
- B.) A copy of your surety bond in the amount of twenty percent (20%) of the preceding years gross tuition but not less than ten thousand dollars (\$10,000) or more than fifty thousand dollars (\$50,000).

Visit [www.pla.in.gov](http://www.pla.in.gov) for additional information regarding your license.

**FOR OFFICE USE ONLY**

Renewal Fee	Receipt No.	Date
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