

**APPRAISAL
PENALTY AGREEMENT
Not 30 days prior to request for New Application Approval**

We understand that our application to offer the course titled:

Requested to be held on: _____

Is not within the guidelines under Ohio Administrative Code Section 1301:11-7-02 where it states "Each offering entity shall notify the Division of Real Estate in writing, at least thirty (30) days in advance of the offering date for an approved course."

The penalty schedule is as follows:

New continuing education course offering(s) submitted less than thirty (30) days prior to the offering date, but not less than ten (10) days prior to the offering date. . . \$2.00 per credit hour per attendee.

We seek the Division's approval for the offering to be held as scheduled. We agree to pay the late filing penalty in exchange for course approval for that offering.

We further acknowledge that the penalty must be paid at the time the roster is reported to the Division. The roster shall be submitted to the Division of real estate within fifteen (15) days after completion of the offering along with the penalty fee.

If either of these provisions are not complied with the Division will not recognize the offering for the course.

Signed: _____

Date: _____