

**APPRAISAL
PENALTY AGREEMENT
LESS THAN TEN (10) REQUEST FOR ADDITIONAL OFFERING**

We understand that our application to offer the course titled:

with the certification/approval number of:_____

which was/will be held on:_____

was not requested for approval within the guidelines under Ohio Administrative Code Section 1301:11-7-02 (D)(2) where it states "Each offering entity shall notify the Division of Real Estate in writing, at least ten (10) days in advance of the material change for consideration and approval prior to use. The addition of an offering date for an approved course, or change in an offering date for an approved course, including locaiton(s), time(s), instructor(s), or changes in course content."

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 fee in exchange for the Division's approval of this course will be \$2.00 for each credit hour for each attendee.

It is our understanding that this penalty must be paid at the time the roster is reported to the Division. The roster shall be submitted within fifteen (15) days after completion of the course.

Signed:_____

Date:_____