



8411 Patterson Avenue  
Richmond, VA 23229

January – December, 2017

Dear Applicant:

Thank you for requesting information on our School of Real Estate. Our School offers the Principles of Real Estate course throughout the year, with classes scheduled to meet the needs of busy adults.

To reserve your seat you will need to send your payment with your completed application to the address printed at the top. Your application can also be emailed to my attention at [karen.price@lnf.com](mailto:karen.price@lnf.com). We accept Visa, MasterCard, Discover, Money Orders, and Cashier Checks. **No cash, no personal checks please and we do not accept American Express.**

This course is approved by the State of Virginia to fulfill the 60-hour classroom prerequisite for taking the Psychological Services, Inc, (P.S.I.), real estate examination for salespersons. It has been designed especially for individuals planning a career in real estate.

**Students are now required to supply a passport quality photo (2" x 2" color photo, white background, full-face view, directly facing the camera with neutral facial expression) of themselves when they attend their first class. This photo will be submitted to P.S.I. at the time the student completes and passes the class. The photo will not be returned to the student.**

Our instructors are licensed Real Estate professionals who are certified by the Virginia Real Estate Board. They bring both knowledge and experience to the classroom to enhance our sessions with “real life” examples to illustrate the practical applications of real estate law and regulations. The course also includes instruction and practice on test-taking techniques to prepare the student for the Virginia examination.

I have enclosed an application for our classes. We look forward to them and hope you can join us. I have also enclosed the School Policy Statement and directions to our schools.

If you are interested in a career in real estate sales, please contact Long & Foster’s Career Development Office or one of our Sales Managers on the enclosed list. They would be delighted to discuss a career with you and answer any of your questions.

If I can answer any questions about the classes, please give me a call at (804) 822-3208.

Sincerely,

*Karen*

Karen Price  
Career Development & Training Coordinator

# APPLICATION – LONG & FOSTER INSTITUTE OF REAL ESTATE

## MAIL TO:

Long & Foster Institute of Real Estate  
8411 Patterson Avenue  
Richmond, VA 23229  
804-822-3200

## FEES:

Tuition	126.55
(2) Books (inc. tax)	<u>72.45</u>
<b>TOTAL</b>	<b>199.00</b>

## PLEASE PRINT:

\_\_\_\_\_

Last Name	First	M.I.	Home Phone #	.
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Part of your name (or nickname) you prefer to be called \_\_\_\_\_

\_\_\_\_\_

Street Address	Work Phone #
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\_\_\_\_\_

City	State	Zip
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Email: \_\_\_\_\_

**\*\*STUDENTS NEED TO BE PRE-REGISTERED\*\***

**\*\*DATES ARE SUBJECT TO CHANGE AND DEPEND ON ENROLLMENT\*\***

**\*\*CALL THE OFFICE TO VERIFY DATE\*\***

**\*\*\*ALL STUDENTS MUST SUPPLY A PASSPORT QUALITY PHOTO  
OF THEMSELVES AT THE FIRST CLASS\*\*\***

PLEASE ENROLL ME IN THE FOLLOWING CLASS: (Check your choice)

### WEST END DAY

8411 Patterson Avenue  
Richmond, VA 23229  
**9 – 5 p.m.**  
**M, T, W, THR**

- ( ) Feb 6 – Feb 22, 2017
- ( ) March 27 – April 11, 2017
- ( ) June 5 – June 20, 2017
- ( ) Sept 11 – Sept 26, 2017
- ( ) Oct 30 – Nov 14, 2017

### WEST END EVE

8411 Patterson Avenue  
Richmond, VA 23229  
**6 – 9:30 p.m.**  
**TUE & THURS**

- ( ) Jan 24 – March 28, 2017
- ( ) May 16 – July 20, 2017
- ( ) Sept 12 – Nov 16, 2017

### MIDLOTHIAN EVE

1100 Jefferson Green Circle  
Midlothian, VA 23113  
**6 – 9:30 p.m.**  
**TUE, WED & THURS**

- ( ) Feb 14 – March 27, 2017
- ( ) May 9 – June 19, 2017
- ( ) Sept 19 – Oct 30, 2017

### SOUTHSIDE VIRGINIA COMMUNITY COLLEGE EVE

John H. Daniel Campus, Room 43

200 Daniel Road  
Keysville, VA 23947

**TBD**

**NO PERSONAL CHECKS PLEASE**

## METHOD OF PAYMENT:

Cashier's Check or Money Order # \_\_\_\_\_ amount \_\_\_\_\_

Name on Card: \_\_\_\_\_ Circle one: Visa MC Discover

CC # \_\_\_\_\_ exp: \_\_\_\_\_ Amount \_\_\_\_\_

How did you hear about our course?

Broker \_\_\_\_\_

Career Ad \_\_\_\_\_

Career Counselor \_\_\_\_\_

Career Seminar \_\_\_\_\_

Former Student \_\_\_\_\_

Internet \_\_\_\_\_

Newspaper \_\_\_\_\_

Radio/TV \_\_\_\_\_

Yellow Pages \_\_\_\_\_

Other \_\_\_\_\_

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***PLEASE READ CAREFULLY:***

I understand that all printed material provided during the course of instruction is copyrighted and cannot be copied or used other than for personal use in connection with the course instruction. TAPE RECORDERS ARE NOT PERMITTED. I also understand that course attendance does not require nor guarantee affiliation with Long & Foster Realtors.

APPLICANT'S SIGNATURE \_\_\_\_\_

(Your signature indicates that you have read and understand the School Policies enclosed.)

OFFICE USE ONLY:      Student picked up books \_\_\_\_\_  
Date

## Step by Step Instructions for Enrolling on-line for the Pre-Licensing Course

- Step 1: [www.thefire.com](http://www.thefire.com)
- Step 2: **Click** on the “Get Your License” tab on the left
- Step 3: **Click** on the “Virginia” link under the “Instructor Led/Live Classes” section
- Step 4: You should now be at the Real Estate Licensing Course page, **click** the arrow button for the Training center location ONLY; scroll down and click the location you want; VA-Richmond- West End or Village of Midlothian; change the month; click go.
- Step 5: **Click** the class link you want information on or to register for
- Step 6: You should now be @ the Long & Foster Real Estate Licensing course information page. To view information just **click** the bolded heading in the yellow bar area.
- Step 7: If you would like to register online; **click** the “Register” button to begin the registration process.

### **\*\*NOTE\*\***

If you need assistance when registering online or you do not see the class you want, please call 804-346-2222.

Thank you!



**LONG & FOSTER INSTITUTE OF REAL ESTATE**  
**8411 Patterson Avenue**  
**Richmond, VA 23229**  
**(804) 346-2208**  
**(804) 740-1567 FAX**

## PRINCIPLES AND PRACTICES OF REAL ESTATE FOR SALESPeOPLE

**EVENING CLASSES:** Eighteen sessions meeting 6:00 – 9:30PM either two nights per week (Tuesdays & Thursdays) or three nights per week (Tuesday, Wednesday & Thursday.)

**WEEKDAY CLASSES:** Day classes are 9 sessions beginning at 9:00a.m. and ending no later than 5:00 p.m. at the West End Campus (8411 Patterson Avenue). Classes are generally held on Mondays, Tuesdays, Wednesdays, and Thursdays. Please check your syllabus for exact dates and times.

**ATTENDANCE:** Students are required to attend all classes. Missed classes will need to be made up in order to receive a certificate of completion. Students have three (3) months from the original start date to complete the course.

**TUITION AND BOOKS:** Tuition is \$126.55, payable to Long & Foster Institute of Real Estate. Books are sold separately and the required books for the class total \$72.45, including tax. We accept **cashier's check, money order or credit card. Cash and personal checks are not accepted.** Payment and registration should be done in advance to insure space allocation. Applications are accepted on a first come, first serve basis.

**ENROLLMENT POLICY:** While there are no age requirements for entrance into the Long & Foster Institute of Real Estate, the state requires a prospective licensee be at least 18 years of age and must have a high school education or GED to activate their real estate license. There will be no credit for previous training or experience.

**CANCELLATION & REFUNDS:** If a student cancels before class begins, the student will receive a full refund. If the student withdraws after the 1<sup>st</sup> day of instruction, a \$49 registration fee will be forfeited and the remaining tuition refund will be as follow:

<u>Portion of Course Taught</u>	<u>Tuition Refunded</u>	
Up to 10%	90%	Refunds are prorated on <b>tuition</b> only. Books are not refundable or returnable. Requests for refunds <b>must</b> be submitted in writing to the Registrar.
11% - 20%	80%	
21% - 30%	70%	
31% - 40%	60%	
41% - 50%	50%	
After 50%	no refund	

**Refunds are based on when the request is received by the registrar (written notification may be mailed, faxed or emailed), not on the last day of class attendance.**

**REPEAT ENROLLMENT:** Effective January 1, 2003 students are no longer allowed to repeat a class at no charge. If a student fails they will be allowed to retake the final exam one time within three months (3) of their class ending date. If they are still unsuccessful in passing the class they must re-enroll, pay the tuition fee and retake the course. If the books were to change editions, they would be responsible for purchasing new books.

**TRANSFER POLICY:** Although we do not think it is in the student's best interest to transfer between classes, sometimes emergency situations arise. Each transfer request is decided on an individual basis and all transfer requests must be submitted in writing to the Registrar of the School. A \$25 transfer fee will be charged.

**CANCELLATION:** The school reserves the right to cancel enrollment of any student for failure to meet the requirements of the course or for other reasons deemed in the interest of the school. The school also reserves the right to cancel a class because of insufficient enrollment.

**INCLEMENT WEATHER:** If we experience inclement weather during your class dates, a decision to close will be made by 4 p.m. Call **(804) 822-3208** to hear a recorded message regarding your class.

**CLASS RULES:** All printed materials provided during the course of instruction are copyrighted and cannot be copied or used other than for personal use in connection with the course of instruction. **Recording devices of any kind are NOT permitted.** Smoking is not permitted in the classroom or in the building. We do allow eating and drinking in the classroom and ask that you clean up, as the room is used by others. The classroom climate varies so **PLEASE** wear layered attire to ensure your personal comfort.

**DISABLED STUDENTS:** Please contact the Registrar's Office in the event you have a disability that requires special accommodation, including the provision of auxiliary aids or services. The advance notice of special need will enable us to better accommodate you. Thank you for your cooperation.

**Directions to Patterson Avenue Office**  
**8411 Patterson Avenue**  
**Richmond, VA 23229**  
**822-3200**

Take 64 to Parham Road and head South on Parham Road. At the intersection of Patterson and Parham, turn left, the building is on the right across from Buckheads restaurant.



# VILLAGE OF MIDLOTHIAN (VOM)

1100 Jefferson Green Circle  
Midlothian, VA 23113  
794-9650



**Jefferson Green Circle**  
**Crowder Drive (red light)**

- 1 - Jassy Chiropractic Center**
- 2 - Sycamore Square Shopping Center**
- 3 - Firestone Store**
- 4 - Midlothian Village**

## DIRECTIONS

- Long and Foster Village of Midlothian Sales Office is located on Midlothian Turnpike (Hwy 60) between Hwy 288 (to the west) and Sycamore Square Drive (to the east).
- **The address for VOM** is on Jefferson Green Circle which has no signage at this time **and is not recognized by GPS systems**. Jefferson Green Circle intersects Midlothian Turnpike between the Jassy Chiropractic Center and L&F VOM Office.
- Across the street from VOM is a Café Caturra restaurant and the Midlothian Village Shopping Center.
- If you want to use GPS or pull it up on the internet, search for 13830 Village Place Drive, Midlothian, VA 23113 (Café Caturra); VOM is across the street from that location.

## TRAINING CENTER

- The Training Center is located on the east side of the VOM building.
- There is plentiful parking in the lot at the back of the building (off Jefferson Green Circle)
- DO NOT PARK on the side next to Jassy Chiropractic Center
- There are is a door from the parking area directly into the Training Center. As you face the building it is the last door on the left.



# Talk to the Leaders in Real Estate

Please contact Long & Foster's Career Development Office or one of our highly trained, professional Sales Managers to inquire about a career in real estate sales. Interviews with Sales Managers and/or Career Development Office do not require or guarantee attendance to the L&F Institute of Real Estate or affiliation with Long & Foster, REALTORS®.

<p><b>BAY/RIVER — (804) 435-2673</b>  <b>Claire Forcier-Rowe</b>          434 Rappahannock Drive          White Stone, VA 22578</p>	<p><b>SOUTH BOSTON</b>  <b>(434) 575-1100</b>  <b>Becky Hatch</b>          3510 Old Halifax Road          South Boston, VA 24592</p>
<p><b>BELLGRADE IN MIDLOTHIAN —</b>  <b>(804) 560-7625</b>  <b>Donna Procise</b>          2931 Polo Parkway          Midlothian, VA 23113</p>	<p><b>STONY POINT — (804) 272-0222</b>  <b>Susan Swink</b>          2800 Buford Road, Suite 105          Richmond, VA 23235</p>
<p><b>CHICKAHOMINY — (804) 328-5500</b>  <b>Lois Thomas</b>          3991 East Williamsburg Road          Sandston, VA 23150</p>	<p><b>STRAWBERRY STREET — (804) 340-0840</b>  <b>John Martin</b>          409 Strawberry Street          Richmond, VA 23220</p>
<p><b>DELTAVILLE (BAY/RIVER SATELLITE) —</b>  <b>(804) 776-6534</b>  <b>Claire Forcier-Rowe</b>          17457 General Puller Highway          Deltaville, VA 23043</p>	<p><b>TRI-CITIES/SOUTHPARK – (804) 520-5600</b>  <b>Nancy Steinke</b>          601 Southpark Boulevard          Colonial Heights, VA 23834</p>
<p><b>GROVE AVE — (804) 288-8888</b>  <b>Dawn Bradley</b>          5702 Grove Avenue          Richmond, VA 23226</p>	<p><b>TUCKAHOE — (804) 740-3000</b>  <b>Scott Ruth</b>          8804 Patterson Avenue          Richmond, VA 23229</p>
<p><b>HANOVER — (804) 746-1850</b>  <b>Claire Forcier-Rowe</b>          6015 Mechanicsville Turnpike          Mechanicsville, VA 23111</p>	<p><b>VICTORIA (HARBOUR POINTE SATELLITE)</b>  <b>(434) 696-2118</b>  <b>Becky Hatch</b>          P.O. Box 1274/1810–A Main Street          Victoria, VA 23974</p>
<p><b>HARBOUR POINTE — (804) 739-6000</b>  <b>Becky Hatch</b>          5000 West Village Green          Midlothian, VA 23112</p>	<p><b>VILLAGE OF MIDLOTHIAN – (804) 794-9650</b>  <b>Amy Enoch</b>          1100 Jefferson Green Circle          Midlothian, VA 23113</p>
<p><b>INNSBROOK SALES — (804) 346-4411</b>  <b>David Gagnani</b>          11225 Nuckols Road          Glen Allen, VA 23059</p>	<p><b>VIRGINIA PROPERTIES – (804) 282-7300</b>  <b>Christina Royal</b>          412 Libbie Avenue          Richmond, VA 23226</p>
<p><b>SHORT PUMP — (804) 360-3636</b>  <b>Mahood Fonville</b>          3450 Pump Road          Richmond, VA 23233</p>	<p><b>WESTHAM — (804) 822-3220</b>  <b>Linda Harris</b>          8411 Patterson Avenue, Suite B          Richmond, VA 23229</p>