



PROPERTY MANAGER-IN-CHARGE LICENSE REQUIREMENTS AND APPLICATION PROCESS OVERVIEW

If you have not passed the SC Property Manager Exam, you must first apply for and pass the SC Property Manager licensure exam.

Before calling in to the Commission Office – You may check your application status online at:
<https://eservice.llr.sc.gov/SSO/Login/LoginPage>.

Licensure Requirements:

A person is qualified to receive a Property Manager-In-Charge license when the following requirements are met:

1. Must be at least twenty-one (21) years of age or older.
2. You must meet the licensure requirements for Property Manager license. (See [Property Manager Licensure Requirements](#))
3. Completed seven (7) hours of Commission approved Property Manager-in-Charge accounting and record keeping courses.

Application Process:

Your application is good for one (1) year from the date of receipt. If all required information is not received within this one (1) year period, you must begin the application process from the beginning. This includes, but is not limited to, the application fee, transcripts, license verifications, etc.

If you do not hold an active Property Manager license with South Carolina, or have not passed the SC Property Manager exam, you must first apply for a Property Manager license/pass the SC Property Manager exam. If you hold an active Property Manager license or have passed the SC Property Manager exam, the following will apply.

1. **Application** – In addition to a completed application, the following must also be sent:
 - **Application Fee:** \$250 application fee (via [Document Submission](#)). Fees are non-refundable and non-transferable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
 - **Identification:** Copy of your valid driver's license, state-issued ID, passport or military ID.
 - **Legal documentation of all name changes** (marriage certificate, divorce decree, etc.)
 - **Personal History Questions:** For any "Yes" answers in the Personal History Information, a written explanation must be provided. For explanation of criminal history, completion and submission of the [Explanation Form](#) is required. Additional information may be requested by the Commission Office or an appearance before the Commission may be necessary.

- **PMIC Transfer:** If you take over as the PMIC for a currently registered company, attestation of transfer is required (Addendum attached to application). The attestation must be signed by the existing PMIC or owner of the company.
 - **PMIC Course Completion:** SC Code §40-57-510(C)(2)(b), applicants for Property Manager-in-Charge must complete seven (7) hours of Commission approved Property Manager-in-Charge accounting and record keeping courses prior to issue of license.
 - **Bank Information:** If the company you are becoming a Property Manager-in-Charge for is maintaining trust funds and authorized to do business in SC, the name and address of the bank in which an escrow account has been established must be reported to the Commission (Section V of the application). ([SC Code Ann. §40-57-136\(A\)\(3\)](#)).
2. Licensure: Upon approval of application an updated license card will be mailed to the company mailing address.