



## Property Manager License Requirements and Application Process Overview

*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 License when the following requirements are met:

1. You must be at least eighteen (18) years of age or older.
2. You must have graduated high school or hold certificate of equivalency recognized by the United States Department of Education.
3. You must have successfully completed **one** of the following:
  - Thirty (30) hours classroom education in property management principles and practices.
  - A juris doctor degree, a bachelor of law degree, or a baccalaureate or higher in real estate from an accredited college or university.
4. You must submit a state and federal fingerprint and social security number background check.
5. You must successfully pass the state examination.

### **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.*

1. **Application** – In addition to a completed application, the following must also be sent:
  - **Application Fee:** \$25 application fee made out to SC Real Estate Commission. (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
    - Copy of signed Social Security card
  - **Education:** High school diploma, GED Certification, or official college transcript. Only the highest level of completed education need be submitted.
    - Official college transcripts must be sent directly to the Commission office from the school. If the school is no longer in existence, contact the State Education Department for records.
    - Per [SC 40-57-310\(4\)](#): applicants must graduate from an institution recognized by the State Department of Education. If the education is not approved by a US state Department of Education, you will need to attain equivalency evaluation.

- Here are two services the US Department of State recommends for evaluation of foreign degrees: [National Association of Credential Evaluation Services](#) (NACES) and [Association of International Credentials Evaluators](#) (AICE).
- **[SC LLR Notarized Verification of Lawful Presence Form](#)**
- **[Consent to Jurisdiction and Service of Process \(if applicable\)](#)**: applicable to non-resident applicants only.
- **Legal documentation of name change** (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. Please include any supporting documentation, such as Court Documents. Additional information may be requested by the Commission Office or an appearance before the Commission may be necessary.
- **Real Estate Education (if applicable)**: Copy of the certificate of completion of thirty (30) hours of property management principles and practices.

**2. Documents should be sent directly to the Board from the issuing agency/institution.**

- **Education Verification**: Contact your college/university to request an official transcript be sent directly to the Commission office. Transcripts may be emailed to [contact.REC@llr.sc.gov](mailto:contact.REC@llr.sc.gov) or mailed to the Commission office. Only the highest level of completed education need be submitted. If the school is no longer in existence, contact the State Education Department for records.
- **Certification of Licensure**: Contact each state jurisdiction you are currently or have previously been licensed with and have the certificate of licensure/license history sent directly to the Commission office via email at [contact.REC@llr.sc.gov](mailto:contact.REC@llr.sc.gov) or mail.

**3. Background Check:** Once the Commission is in receipt of your application, information on attaining the required background checks will be emailed. The Commission requires completion of two background checks:

- Fingerprint based check.
- Social Security check.

Applications cannot be approved until both background reports have been received and reviewed by the Commission office.

**4. Examination:** Once a completed application has been received and approved, applicants will be authorized to take the examination. The examination is administered by PSI Testing Service. Applicants will not be authorized to take the exam until a complete application is on file.

Applicants will receive notification from PSI when they are authorized to register for the examination. Applicants are responsible for registering and scheduling with PSI. The examination registration fee is to be paid directly to PSI upon registration (\$60 examination fee).

Exam eligible applicants are encouraged to review the [PSI Real Estate Candidate Information Bulletin](#).

PSI will send examination score reports directly to the Commission office. Please do not send your score report to the Commission office.

- 5. Licensure:** Upon receipt of passed examination, the Commission office will send notice that the following is required prior to licensure issuance:
- Initial Licensing Fee:
    - \$125 Property Manager
    - \$250 Property Manager-In-Charge
  - Supervision Attestation Form or Property Manager-in-Charge Application



**EDUCATION INFORMATION**

List all completed education. Only the highest level of completed education need be submitted to the Commission office.

Name of School	LOCATION (City and State or Country)	GRADUATION DATE	DEGREE & MAJOR

**REAL ESTATE EDUCATION**

Applicants holding a law or real estate degree, please enter N/A.

Property Management Course

Name of School: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

**RECORD OF LICENSURE**

List all states in which you have been licensed in; regardless of status: Active, Inactive, Expired, etc. You will need to contact each licensing agency and request a Certification of Licensure be sent directly to the Commission via mail or email. Attach an additional sheet if needed.

State	License Type	License No.	Expiration Date	Status

**PERSONAL HISTORY INFORMATION**

Please answer all questions. You must attach a written explanation for any “Yes” answers. For explanation of criminal history, completion and submission of the [Explanation Form](#) is required.

1. Have you ever had an application for a license/certificate to practice a profession or occupation refused or denied by a licensing board, commission, or other entity?  Yes  No
  
2. Has any disciplinary action ever been taken against you by a professional licensing board or entity in any state?  Yes  No
  
3. Have you ever, in your lifetime, been convicted, pled guilty or pled nolo contendere for violation of any federal, state, or local law (you may exclude minor traffic violations, juvenile and/or expunged violations)?  Yes  No

**VI. ATTESTATION AND SIGNATURE**

**I certify** that all statements contained herein are true and correct to the best of my knowledge. I further understand that the information provided or in connection with this application may be investigated and verified, and false or incorrect information provided by me may result in the cancellation of any license issued pursuant to this application as well as the filing of appropriate civil and criminal proceedings.

**I hereby** represent and warrant to the Commission that I will, at all times, comply with the South Carolina Real Estate License Law and Regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PRIVACY DISCLOSURE:**

*South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.*

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Real Estate Commission**  
 110 Centerview Dr. • Columbia • SC • 29210  
 P.O. Box 11847 • Columbia • SC 29211-1847  
 Phone: 803-896-4400 • Contact.REC@llr.sc.gov • Fax: 803-896-4427  
 llr.sc.gov/re

**NON-RESIDENT APPLICANTS ONLY**

**CONSENT TO JURISDICTION AND SERVICE OF PROCESS**

The undersigned applicant for South Carolina real estate licensure, being a non-resident of the State of South Carolina, does hereby irrevocably consent that if any action arises against the undersigned growing out of undersigned's acts or omissions as a real estate licensee within the State of South Carolina, suit may be commenced against said undersigned in the County of the State of South Carolina in which the said cause of action may arise, or in which plaintiff may reside, by the service of process upon the Administrator of the South Carolina Real Estate Commission, whom the undersigned hereby designates as agent for such service, and the undersigned further consents that such service shall be begun and held in all courts to be valid and binding as if due service had been legally made upon undersigned in the State of South Carolina.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature: \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

Notary Public for the State of: \_\_\_\_\_

Commission Expiration Date: \_\_\_\_\_



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**PERSONAL HISTORY: EXPLANATION OF “YES” ANSWERS FORM**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 (Print) (Print)

Type of License/Registration Applying For (check one):

- Associate     Broker     Broker-in-Charge     Property Manager  
 Property Manager-in-Charge     Vacation Timeshare Registration

**Explanation of “Yes” answer to Personal History Question no. (Check one only. Use this form one time for each “Yes” answer to the Personal History Questions or one time for each event within a “Yes” answer.):**

- 1     2     3

Jurisdiction in which the action/event occurred (City, County & State): \_\_\_\_\_

Any case, file or license/credential number: \_\_\_\_\_

**Offense(s) Explanation:**

You must provide a detailed statement of the events surrounding any crime(s) (other than traffic offenses carrying 6 points or less), conviction(s), denial or discipline of licensure, including all pertinent information (such as charges, dates, locations, and sentences). Provide copies of any case, file, court, or licensing documents/records showing the final disposition of these offenses, if applicable. Attach additional pages or copies of this form if necessary.

**Failure to provide this information may result in your application being incomplete and unable to be processed.**



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**PERSONAL HISTORY: EXPLANATION OF “YES” ANSWERS FORM CONT.**

If you answered “Yes” to personal history question no. 3, indicate the resulting sentences or penalties from the convictions and indicate whether have been completed or satisfied.

Attach copies of supporting documentation regarding completion of sentencing or probation, status of sentencing, or proof of payment/payment scheduling for any required restitution or fines.

Were you incarcerated?       Yes     No    If yes, indicate the dates: \_\_\_\_\_

Were you put on probation?     Yes     No    If yes, indicate the dates: \_\_\_\_\_

Were you put on parole?       Yes     No    If yes, indicate the dates: \_\_\_\_\_

Fines      Amount: \_\_\_\_\_ Paid?    Yes    No    Date: \_\_\_\_\_ Scheduled?    Yes    No

Restitution    Amount: \_\_\_\_\_ Paid?    Yes    No    Date: \_\_\_\_\_ Scheduled?    Yes    No

Pardon      Pardon Date: \_\_\_\_\_

**AFFIRMATION**

I certify that that all statements, answers and representations made in this form, including all supplementary documents submitted with the form, are true and correct to the best of my knowledge after undertaking due diligence to determine their accuracy. I understand that providing any false, incomplete or misleading information herein is grounds for the denial or revocation of my license or registration in South Carolina.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please note: Fingerprint SLED and FBI criminal background checks are required after the submission of your application to verify criminal/personal history. Instructions for obtaining the fingerprint background checks will be sent after your application has been received. Failure to accurately disclose any criminal or personal history is potential grounds for denial of licensure or disciplinary action. Additional copies of this form may be submitted if needed to fully disclose.*



STATE OF SOUTH CAROLINA  
DEPARTMENT OF LABOR, LICENSING AND REGULATION  
**VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES**  
**AFFIDAVIT OF ELIGIBILITY**



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

**Section A: LAWFUL PRESENCE in the United States.**

The undersigned \_\_\_\_\_, of \_\_\_\_\_,  
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)  
 being first duly sworn deposes and states as follows:

**Check only one box:**

1. I am a United States citizen; or
2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or
3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.
4. Other: \_\_\_\_\_ Please submit any documentation that supports this status.

Date of Birth: \_\_\_\_\_

Alien Number: \_\_\_\_\_ I-94 Number: \_\_\_\_\_

**(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)**

**Section B: ATTESTATION.**

**I understand** that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

**I understand** that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

**I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.**

\_\_\_\_\_  
Signature of Affiant

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Print Name

Notary Public for \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

### **CHECK box 1:**

If you are a United States Citizen by birth or naturalization

### **CHECK box 2:**

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **CHECK box 3:**

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

**PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.**

### **ACCEPTED IMMIGRATION DOCUMENTS:**

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)