



## 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, college diploma or 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.
  - **Notarized Verification of Lawful Presence**
  - **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. 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 copy of your 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 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