



REQUEST FOR PROPERTY MANAGER-IN-CHARGE (PMIC) DESIGNATION

If you do not hold an active Property Manager or Property Manager-in-Charge license with South Carolina, you must first apply for a Property Manager license.

Submit the following with your application to the address above:

- Fee should be paid upon upload of the completed form. Fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds. NO CASH IS ACCEPTED
 - \$250 - If this is your Initial Property Manager-In-Charge license or you are a current SC Property Manager Licensee and your current license's expiration date is greater than one year from the date of this application.
 - \$125 – If you are a current SC Property Manager or Property Manager-In-Charge licensee with an expiration date within one year of the date of this application.

I. LICENSEE INFORMATION:

Name: _____ Current License Type/ Number: _____
(As shown on current license)

Preferred Mailing Address: _____
(Street/PO BOX, City, State, Zip)

Home Address: _____
(Street, City, State, Zip)

Phone: _____ Cell Phone: _____ Business Phone: _____

Email Address: _____

II. OFFICE INFORMATION:

Company Name: _____ Office Code: _____

Street Address: _____

Mailing Address (if different from above): _____

Office Phone: _____

I attest that (check one):

- I have ownership interest in the above company.
- I am actively engaged in the operation and management of the company.

III. PROPERTY MANAGER-IN-CHARGE (BIC) TRANSFER:

Only applicable if the listed company with existing BIC. A separate letter may be sent in lieu of this section being completed.

Company Name: _____ Office Code: _____

Current BIC/PMIC Name: _____ License Number: _____

ATTESTATION:

I hereby attest the above listed licensee is stepping down from their role as PMIC/BIC for the company. I request the individual submitting this application to be listed as the PMIC/BIC moving forward.

PMIC/BIC or Owner Signature: _____ Date: _____

PMIC/BIC or Owner Name (printed): _____

IV. BANK INFORMATION:

If brokerage will not be holding trust funds, please enter "N/A"

Bank Name: _____

Street Address: _____

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. In particular, I have read and understand the duties and responsibilities of a Property Manager-in-Charge as outlined in Section 40-57-135.

Licensee Signature

Date

PRIVACY DISCLOSURE

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

STEP-DOWN ADDENDUM

This is only applicable if the listed company currently has an existing, active BIC/PMIC who is stepping down from being the BIC/PMIC over the company/office.

Company Name: _____ Office Code: _____

New BIC/PMIC Name: _____ License No.: _____

I request the individual submitting this application to be listed as the new BIC/PMIC of the company moving forward. I hereby attest the below listed licensee is stepping down from their role as BIC/PMIC for the company.

Former BIC/PMIC Signature: _____ Date: _____

Former BIC/PMIC Name (printed): _____