



DOC #120
PROPERTY MANAGEMENT LICENSE REQUIREMENTS

RESIDENTS AND NON-RESIDENTS

Age

Individuals must be 18 to be licensed as a property manager and 21 to be licensed as a property manager-in-charge.

Education

A prospective licensee must be a high school graduate or hold a certificate of equivalency and must complete a Commission-approved thirty-hour (or more) course in the fundamentals of property management. Prior to applying for a property manager- in- charge (PMIC) license, an applicant is required to complete an additional seven hour Commission-approved PMIC qualifying course.

A law degree or baccalaureate degree with a major in real estate will qualify an applicant for the property management examination. Upon passing the property management examination, applicants must apply for property manager or property manager-in-charge license within one year.

Experience

No licensed experience is required to qualify for the property management examination.

Examination

Examinations are scheduled every Monday through Saturday in Beaufort, Charleston, Columbia, Greenville, Myrtle Beach, SC and Charlotte, NC. PSI is the examination provider for the Commission and they publish a Candidate Information Bulletin for approved candidates for the property manager examination. Candidates receive this bulletin when they receive the examination eligibility letter from the Commission. If examinees do not receive a passing score, retesting may be scheduled quickly.

Miscellaneous

- I. Commission Review - A criminal background check must be obtained from <http://llr.sc.gov/recheck> prior to application for examination. Any applicant who has been convicted of a crime or sanctioned by any licensing agency must reveal that fact on his/her application. The Regulatory Compliance Department will review the application and then conduct an investigation before an examination can be scheduled. This may result in a delay.
- II. Fees - Upon original application, each applicant must pay \$25. Within one year after passing the examination, applicants must submit a separate two year licensing fee of \$250 for a property manager-in-charge license or \$125 for a property manager license. When you provide a check as payment, you authorize us to use information from the check to make a one- time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.