



**Montana Board of Realty Regulation**

**301 S. Park Ave., 4<sup>th</sup> Floor  
PO Box 200513**

**Helena, MT 59620-0513**

**PHONE: 406-841-2324 FAX: 406-841-2323**

**E-MAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov)**

**WEBSITE: [www.realestate.mt.gov](http://www.realestate.mt.gov)**

TO: Property Management Prelicensing Course Applicants  
FROM: Board of Realty Regulation Education Committee  
RE: Prelicensing Application Requirements

The following is a checklist of items that you must provide to the Board of Realty Regulation. Incomplete applications will not be reviewed. **Refunds will not be issued for incomplete or denied applications.**

1. Each complete course application and fee must be submitted at least 60 days prior to the first intended course date. Please note, courses requiring additional review or needing additional information may take in excess of 90 days for review.
2. Submit a complete timed outline or syllabus, along with a copy of the instructor manual (if applicable). As the applicant, it is your responsibility to provide adequate information for approval. Please include a detailed timed course outline and note the class instruction hours for each topic.
3. The course must be taught by an approved property management prelicensing instructor. If the instructor has not yet been approved, you must include a prelicensing instructor application and fee. Instructors are not automatically approved.
4. Courses must consist of 30 hours in order to be considered and must fulfill the Board's current requirements for prelicensing education.
5. In order for distance education courses to be approved in Montana, they must first be certified by the Association of Real Estate License Law Officials (ARELLO) and then submitted to the Board of Realty Regulation for content review.
6. Copies of all handouts and course materials (including textbooks) that will be distributed during class must be included with the course application, even if it is an application for a previously approved course.

\*\*\*\*\*

Send a complete application packet and all fees to Education Director,  
Board of Realty Regulation, P.O. Box 200513, Helena, MT 59620-0513.  
DO NOT SEND CASH. Make check or money orders payable to the  
Board of Realty Regulation. You may also pay with a credit card or  
e-check by completing the attached authorization form.



**Montana Board of Realty Regulation**  
301 S. Park Ave., 4<sup>th</sup> Floor  
PO Box 200513  
Helena, MT 59620-0513  
PHONE: 406-841-2324 FAX: 406-841-2323  
E-MAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov)  
WEBSITE: [www.realestate.mt.gov](http://www.realestate.mt.gov)

**PROPERTY MANAGER PRELICENSING EDUCATION COURSE APPLICATION**

Fill out form below, sign and submit it, along with a non-refundable \$150.00 application fee per course and applicable materials to the address above.

Name of Provider Institution \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street, PO Box City State Zip

**ADVERTISING (SUBMIT COPIES)**

FACILITY INFORMATION (describe facility standards, size of class, equipment, visual aids, etc.)

FEES (COST TO EACH LICENSEE) \_\_\_\_\_

COURSE INSTRUCTOR(S) \_\_\_\_\_

COURSE DATES & LOCATIONS (List all scheduled offerings)

## **AFFADAVIT OF UNDERSTANDING**

**The applicant verifies that s/he has read and understands the following requirements:**

- The applicant's information and supporting materials are true and correct and course information is compliant with both current Montana laws and rules and current Federal laws.
- Prelicensing courses are approved for three years; failure to keep current with Montana and Federal laws regarding the course subject matter may result in course revocation.
- The Education Committee recommends that a minimum of 3 hours be spent on trust accounting.
- Course approval applications should be submitted at least 60 days before the first course offering.
- A separate application should be submitted for each course.
- The course must be administered according to current Montana Board of Realty Regulation Rules ([www.realestate.mt.gov](http://www.realestate.mt.gov): Regs: Administrative Rules) regarding property management prelicensing courses. See attached rule 24.210.809.

Applicant's signature:

\_\_\_\_\_ Date: \_\_\_\_\_