

Property Management Program
301 S. Park Ave., 4th Floor PO Box 200513
Helena, MT 59620-0513
PHONE: 406-444-6880

E-MAIL: dlibsdhhelp@mt.gov **WEBSITE:** propertymanagement.mt.gov

Pre-licensing Course Requirements and Application

1. Course must be at least 30 hours per [ARM 24.209.501](#).
2. Course approval is valid for three years and may be revoked for cause per [ARM 24.209.2201](#).
3. Applications must include the following per [ARM 24.209.2201](#):
 - o A timed outline, brochure, or other documents describing course content on the following topics:
 - (a) trust accounts;
 - (b) accounting procedures;
 - (c) landlord tenant law ([MCA 70-24](#) and [MCA 70-25](#));
 - (d) federal and state fair housing laws;
 - (e) Americans with Disabilities Act;
 - (f) state licensing law [MCA 37-56](#) and rules [ARM 24.209](#);
 - (g) contract law;
 - (h) leasing principles;
 - (i) agency; and
 - (j) definitions and terms commonly used in the industry.
 - o If offered online, proof that the course is ARELLO approved (www.arello.org). Approval is invalidated if ARELLO certification is discontinued for any reason
4. Application Fee: \$150

Send a complete application packet and all fees to:
Property Management Program
PO Box 200513
Helena, MT 59620-0513.

Make check or money orders payable to the Property Management Program.
DO NOT SEND CASH.

REV. 10/25/2024

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Pre-licensing Course Application

Application Fee: \$150

Course Provider Information:

Company name: _____

Address: _____

Website: _____

Contact Person: _____ Phone: _____

Email address: _____

Course Title: _____

How many hours is the course? _____

Applicant Name: _____

Applicant Signature: _____ Date: _____