



## Montana Board of Realty Regulation

PO Box 200513  
301 S Park, 4<sup>th</sup> Floor  
Helena, MT 59620-0512  
Phone: (406) 444-6880

Email: [dlbsdhelp@mt.gov](mailto:dlbsdhelp@mt.gov) Website: [www.realestate.mt.gov](http://www.realestate.mt.gov)

## Licensing Requirements and Application Checklist Real Estate Broker

### Qualifications for Real Estate Broker License

1. Must be at least 18 years of age. ([MCA 37-51-302](#))
2. Must have graduated from an accredited high school or equivalent. ([MCA 37-51-302](#))
3. Must have completed 60 hours of approved pre-licensing education within the past 18 months. ([MCA 37-51-302](#) and [ARM 24.210.611\(9\)](#))
4. Must have passed the Montana Real Estate Broker Examination within the past 12 months. ([MCA 37-51-302](#) and [ARM 24.210.611\(3\)](#)). Register at <https://www.pearsonvue.com/us/en/mt/realestate.html>
5. Must have a minimum of two years' experience as a licensed salesperson. ([MCA 37-51-302](#) and [ARM 24.210.611\(9\)](#))
6. Must have completed the experience points requirements as written in ARM 24.210.611(9)(b). ([MCA 37-51-302](#) and [ARM 24.210.611\(9\)](#))
7. Proof of Professional Liability & Errors and Omissions Insurance ([MCA 37-51-325](#))

### Checklist of Required Documents to Submit for Application for Real Estate Broker – New Licensee

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Completion certificate of 60 hours of pre-licensing education.
- Exam results of passing the Montana Broker examination (state & national portions).
- Completed transaction sheets supplied by the board (included below). Additional copies may be made as needed. No other form or computer printout will be accepted.
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).



## **Checklist of Required Documents to Submit for Application for Real Estate Broker – Out-of-State Licensee/Waiver Process**

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Exam results of passing the Montana state portion of the Broker examination.
- Completed transaction sheets supplied by the board. Additional copies can be made as needed. No other form or computer printout will be accepted.
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).

## **Application Fee for Real Estate Broker**

The following fee must be submitted with your application. Online applicants may pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$90 application fee

**Apply for a license online at <https://aca-prod.accela.com/POL/Default.aspx>**

**Include a valid e-mail address with your application. E-mail is the department's primary form of communication.**

**If you have questions about the application process or the licensing requirements, please contact the Department of Labor and Industry Employment Standards Division using the contact information at the top of this checklist.**

**Points Requirement:**

- 30 total points
- Transactions must be within the last 36 months.
- Applications which do not show that these requirements are met will be receive an incomplete determination.
- Refer to ARM 24.210.611 (9) for additional clarification on points allocation.

**TRANSACTIONS: Residential & Vacant Lot, 1 Point** - The following must be provided by the Supervising Broker. Make copies of this form as needed. Refer to ARM 24.210.611 (9) for additional clarification of qualifications to obtain a broker license. Staff may not advise on how to allocate points.

- **Transactions must have closed within the past thirty-six (36) months**
- **Licensee must have obtained and worked with the buyer or seller or both (counts as two transactions if both)**
- **Co-listings and team transactions are given prorated credit based on the number of team members – must specify the number of team members**
- **A maximum of five (5) residential leases are eligible to be counted as closed transactions**
- **Transactions of the applicant as an employee, transactions in which the applicant is a principal, and mortgage broker activities cannot be used to qualify for a broker license**
- **Form must be complete and legible**
- **If multiple transactions for the same seller or buyer, please explain and indicate any ownership interest of applicant**

1. BUYER NAME 2. SELLER NAME	# OF TEAM MEMBERS	PROPERTY ADDRESS	1. COMPANY/AGENT FOR BUYER 2. COMPANY/AGENT FOR SELLER	CLOSING DATE
1.			1.	
2.			2.	
1.			1.	
2.			2.	
1.			1.	
2.			2.	
1.			1.	
2.			2.	
1.			1.	
2.			2.	
1.			1.	
2.			2.	

Supervising Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSACTIONS: Commercial/agricultural/farm & ranch**, 3 Points - The following must be provided by the Supervising Broker. Make copies of this form as needed. Refer to ARM 24.210.611 (9) for additional clarification of qualifications to obtain a broker license. Staff may not advise on point attribution.

- **Transactions must have closed within the past thirty-six (36) months**
- **Licensee must have obtained and worked with the buyer or seller or both (counts as two transactions if both)**
- **Co-listings and team transactions are given prorated credit based on the number of team members – must specify the number of team members**
- **A maximum of five (5) commercial leases are eligible to be counted as closed transactions**
- **Agricultural/farm & ranch must be a minimum of 40 acres to qualify**
- **Transactions of the applicant as an employee, transactions in which the applicant is a principal, and mortgage broker activities cannot be used to qualify for a broker license**
- **Form must be complete and legible.**
- **If multiple transactions for the same seller or buyer, please explain and indicate any ownership interest of applicant**

1. BUYER NAME 2. SELLER NAME	PROPERTY ADDRESS	1. SELLING AGENT 2. LISTING AGENT	# OF TEAM MEMBERS	CLOSING COMPANY	CLOSING DATE
1.		1.			
2.		2.			
1.		1.			
2.		2.			
1.		1.			
2.		2.			
1.		1.			
2.		2.			
1.		1.			
2.		2.			
1.		1.			
2.		2.			
1.		1.			
2.		2.			
1.		1.			
2.		2.			

Supervising Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EDUCATION POINTS:** Must provide copy of diploma, transcripts or course completion certificates

- **Three (3) points for an Associate Degree in Real Estate**
- **Three (3) points for Certified Commercial Investment Member (CCIM) or Council of Real Estate Broker Managers (CRB)**
- **Five (5) points for a Bachelor Degree or higher in Business Management**
- **Five (5) points for a Bachelor Degree or higher in Real Estate**
- **Five (5) points for a Law Degree**

SCHOOL	LOCATION	DEGREE/GRADUATION/COMPLETION	DATE	POINTS
-				

Applicant Signature: \_\_\_\_\_

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

**SUPERVISION POINTS:** Points are obtained through supervision of real estate activity for any broker who has supervised real estate activity a minimum of 36 months:

**1. One point for each year of real estate brokerage supervisory experience, maximum of 3 points.**

DATE	LOCATION / JURISDICTION	POINTS

**2. One point for each licensed real estate full time equivalent (FTE) supervised within the last 36 months, maximum of 10 points.**

**SUPERVISION POINTS (CONTINUED)****3. One point for every 5 transactions supervised in the last 36 months, maximum of 15 points.**

1. BUYER NAME 2. SELLER NAME	LICENSE # OF SUPERVISED AGENT	DATED CLOSED	POINTS
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			
1.			
2.			

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EDUCATOR POINTS:** Points are obtained by being an approved real estate educator in a jurisdiction.

- **One point for each instructor day (minimum of six hours) within the past 36 months, maximum of 10 points. Must provide proof of course approval number and instructor approval number.**

COURSE NAME & LOCATION	COURSE # INSTRUCTOR #	JURISDICTION APPROVED IN	DATE OF COURSE AND HOURS	POINTS

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_