



Montana Property Management Program

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Licensing Requirements and Application Checklist Property Manager

License Requirements for Property Manager

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Must be at least 18 years of age. [[MCA 37-56-105](#)]
2. Must have graduated from an accredited high school or completed an equivalent education. [[MCA 37-56-105](#)]
3. Must have completed 30 hours of approved pre-licensing education within the past 24 months. [[MCA 37-56-105](#) and [ARM 24.209.501](#)]
4. Must have passed the Montana Property Manager Examination within the past 12 months. [[MCA 37-56-105](#) and [ARM 24.209.501](#)]

Checklist of Required Documents to Submit for Application for Property Manager

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 Department directly from the source.

- ☐ Completion certificate of 30 hours of pre-licensing education.
- ☐ Exam results of passing the Montana Property Manager examination.
- ☐ 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(s) for Property Manager

The following fee(s) must be submitted with your application. You can apply and pay online using a debit/credit card or bank account.

- ☐ \$50 application fee and \$5 Contingent Litigation Fee

All license applications expire within 1 year of initial submission to the department.

You can apply for a license online at: aca-prod.accela.com/POL.

Please include a valid email address with your application. Email is the Department's primary form of communication.