



Dear Candidate:

Congratulations on passing the real estate property manager licensing exam. Following this letter is a license application for your completion. Please complete all items on the application, include all documentation requested and submit to the Commission office with the application fee of \$225. An incomplete application or an application with missing documents will be returned. Pursuant to the Administrative Rules of the Real Estate Commission, you have 60 days from the date of the exam report to file a license application. The exam score for any application received after the 60 days is void. Please allow 2 to 4 weeks to process your application.

All applicants for licensure must submit to a state and federal criminal background check. Please contact the Commission office to request a set of DCI and FBI fingerprint cards. Return these cards to the Real Estate Commission with your completed application and a separate check for \$43.25 made payable to DCI. Please be sure to sign and date the DCI finger print card on the back to avoid having the cards returned for signature and prolonging your application completion. For best results, complete the fingerprints at a law enforcement agency or fingerprint office.

Upon approval of your application, you will receive an e-mail informing you that your license will remain on an inactive status until the Commission office receives a letter from you requesting your license (if you will be managing property on your own) or from the responsible property manager of a management firm. If you are opening your own property management company, please complete and return the Responsible Broker Authorization form that can be found under real estate forms on the Commission website at dlr.sd.gov/realestate. Sole proprietorship should complete the sole proprietorship form located on the Commission website.

Every active licensee is required to carry errors and omissions insurance. **You will need to contact the group insurance company directly at <http://www.risceo.com/states/south-dakota/> to enroll in the group policy.** If you wish to enroll in another errors and omissions insurance policy you will need to provide your certificate of coverage from your insurance company to the Real Estate Commission prior to being issued a license.

If you will be maintaining your license on an inactive status, please keep the Commission informed of your email and mailing address so that you will continue to receive all communication from the Commission.

If you have any questions, please contact the Commission office.

Thank you.

Real Estate Commission

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
SOUTH DAKOTA REAL ESTATE COMMISSION

Tel: 605.773.3600 Fax: 605.773.7175 sdrec.sd.gov

APPLICATION FOR LICENSE PROPERTY MANAGER

To: South Dakota Real Estate Commission
221 W. Capitol Ave., Suite
Pierre, South Dakota 57501

For Commission Use Only
Receipt No. _____
Exam Date _____
DCI/FBI _____
Approval Date/By _____
License No. _____

- ◆ **Every question must be answered and all documents must be submitted with the application or the application will be returned for completion.**
- ◆ **Non-refundable application fee of \$225.00 must accompany application.**
- ◆ **Errors and omissions certificate of coverage must accompany application.**
- ◆ **Original education certification must accompany application. (Form 101)**
- ◆ **Application must be filed within 60 days after passing the examination.**
- ◆ **Completed SD and FBI fingerprint cards and separate check for \$43.25 made payable to DCI must accompany application.**
- ◆ **Please allow 2 to 4 weeks to process your application.**

In compliance with SDCL 36-21A, I hereby make application for a real estate property manager license. The answers provided in this application are submitted UNDER OATH. Any applicant who willfully and contrary to such oath shall state or subscribe any material fact which he/she does not believe to be true is guilty of perjury. In addition, registration may be refused, suspended, or revoked if the applicant has filed an application which is incomplete in any material respect or contains any statement which was, in light of the circumstances under which it was made, false or misleading with respect to any material fact.

1. Mr. or Ms. _____ SS Number _____
(Please provide full name first, middle, last)
2. Residence address _____
(PO Box or Street) (City) (State) (Zip) (County) (Telephone) _____
(Where can be reached between 8 A.M. & 5 P.M.)
3. Date of Birth _____ U.S. Citizen? Yes No
4. E-mail address (Required) _____
5. If presently licensed as South Dakota salesperson, give your license number _____
6. Firm or trade name under which you expect to do business, or firm with whom you will be associated _____

(If you have an LLC or corporation it must be registered with the secretary of state and a firm application must be submitted. If you have a sole proprietorship a sole proprietorship form must be submitted.)

7. Business address _____
(Street) _____
(City) (State) (Zip) (County) (Telephone) _____

8. Give below the most current place where you have been engaged in any kind of business or vocation, stating the nature of the business, your employer, his address, position you held and the length of time you held such position, accounting for the entire period of the last five years.

Employer _____ Address _____
Position held _____ from _____ to _____

9. Do you currently or have previously held any professional/occupational licenses, other than real estate (architect, insurance, CPA, pharmacists, etc.) in South Dakota or any other jurisdiction. Yes _____ No _____ If "yes", submit details in a separate report.

10. Have any of the above licenses ever been suspended or revoked? Yes _____ No _____ If "yes", submit details in a separate report.

11. List on a separate report all states in which you are now or have been licensed as a real estate salesperson, broker, auctioneer, property manager, residential rental agent, home inspector or timeshare agent. **A certification of licensure is required from the Real Estate regulatory agency in ANY jurisdiction in which you are now or have been licensed and must be submitted with your application.**

12. Have you ever been engaged in litigation, either as plaintiff or defendant, involving the sale or purchase of real estate or the payment of a commission during the past five years, or are you now engaged in such litigation? _____ If answered "yes", give full details including date and name of court.

13. Are there any unpaid court judgments or liens against you at this time? _____ If answered "yes", give date, name of court and amount.

14. Have you ever been convicted of, pled guilty or nolo contendere or have any pending charges for the following: forgery, embezzlement, obtaining money under false pretenses, conversion, issuing bad checks, extortion, criminal conspiracy to defraud, felony, misdemeanor involving moral turpitude or other like offenses?

If answered "yes", explain on a separate sheet giving date, place, and full particulars and attach as part of this application.

15. Do you owe \$1,000 or more in accumulated child support arrearages in South Dakota? _____ If "yes", have you made satisfactory arrangements with the Department of Social Services for payment of those arrearages?

16. Has your application for a real estate license ever been rejected or your license revoked or suspended in South Dakota or any other jurisdiction? _____ If "yes", state where, giving exact date and full details on separate sheet.

17. Have you read and do you understand the South Dakota real estate license law as amended and the administrative rules of the Real Estate Commission?

EDUCATION

Secondary (highest grade completed) 9 10 11 12 GED
Other education _____

The foregoing statements are made for the purpose of procuring a South Dakota real estate property manager license. I hereby consent that these statements may be used as evidence by the Real Estate Commission of the State of South Dakota, or in any court in South Dakota where a violation of the said Real Estate Law is claimed.

I also expressly acknowledge that the South Dakota Real Estate Commission has the right to further investigate the responses contained in this application. I hereby authorize and grant the Commission the right to conduct a state and federal criminal background check by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation and to enlist a consumer reporting agency to furnish the Commission with a consumer report reflective of the nature and extent of any current or unpaid judgments, if any, as all of same are intended to provide the Commission with accurate information regarding my trustworthiness and competency to act as a real estate licensee in the State of South Dakota.

I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct

(Date)

(Signature of Applicant)

Request by Qualifying Broker for Activation of License (not required if license will remain inactive)

I accept the responsibility for the actions of the above licensee and give consent for licensee to do business with the company listed below: (If the above licensee was previously associated with another firm, please include a fee of \$15.)

Company Name

Company License No. (Or list firm license no.)

Company Street Address (Location where license will be associated) City State Zip Code

Company Mailing Address

Company Telephone Number

Qualifying Broker's Name (Please Print)

Signature of Qualifying Broker