

**SC Dept. of Labor, Licensing Regulation
REAL ESTATE COMMISSION
APPLICATION FOR PROPERTY MANAGER-IN-CHARGE
OR PROPERTY MANAGER LICENSE**

**SC Dept. of Labor, Licensing Regulation
REAL ESTATE COMMISSION
ATTN: PROPERTY MANAGER LICENSE
110 CENTERVIEW DRIVE
PO BOX 12517
COLUMBIA SC 29211**

**PROPERTY MANAGER-IN-CHARGE \$260
PROPERTY MANAGER \$135***

*Includes credit report fee

Make check payable to: LLR-Real Estate Commission

FOR OFFICE USE ONLY

Office Code Number _____
Type of Change _____
Transfer _____

PLEASE TYPE OR PRINT IN BLACK INK

1. Legal Name _____
(First) (MI) (Last)

2. Home Address _____
(Street or PO Box) (City) (State) (Zip) (Home Phone)

3. Name of Company: _____

(LIMITED TO 30 SPACES)

4. Address of Company: PO Box _____ Street Address _____

(City) (County) (State) (Zip Code) (Office Phone)

5. Names of real estate firms where employed during past 5 years

1. _____ Position _____ From _____ To _____

2. _____ Position _____ From _____ To _____

6. Are there any unpaid court judgments or liens against you or are you involved in any litigation? _____ If yes, explain on a separate sheet.

7. Have you ever been convicted in any court of competent jurisdiction of this state, any other state, or any federal court of forgery, embezzlement, breach of trust, larceny, obtaining money or property under false pretense, extortion, fraud, conspiracy to defraud, or any other offense involving moral turpitude, or have you ever pled guilty or nolo contendere to any such offense? _____ If yes, explain on a separate sheet.

8. Will you devote full time to the property management business? _____ If not, explain other duties or employment on separate sheet. If so employed, attach a letter from your employer.

9. **PROPERTY MANAGER-IN-CHARGE APPLICANTS ONLY:** I hereby affirm that I have established an escrow account in a bank authorized to do business in South Carolina and that I understand I am responsible for the maintenance of this account. List name and address of bank and account number **(required)**.

10. Please furnish three credit references:

1. _____ Address _____

2. _____ Address _____

3. _____ Address _____

I hereby authorize a representative of the Real Estate Commission to inspect all records that I may have pertaining to the property management business, including my trust or escrow account and bank records of such trust or escrow account. I hereby represent and warrant to the Commission that I will comply with the South Carolina Real Estate License Law and Regulations.

Signature of Applicant

Date

Signature of Property Manager-in Charge or Broker-in-Charge

NOTE: A letter of release is required from the PRESENT or LAST EMPLOYING PROPERTY MANAGER-IN-CHARGE OR BROKER-IN-CHARGE.

PLEASE CHECK THE FOLLOWING BEFORE MAILING:

1. All questions answered.
2. Escrow account information furnished if applying for Property Manager-in-Charge license.
3. Both street and mailing address of company listed.
4. Application signed by applicant.
5. Application signed by Broker-in-Charge or Property Manager-in-Charge.
6. Letter of release from former Broker-in-Charge or Property Manager-in-Charge.
7. Fee attached. **(UNLICENSED APPLICANTS MUST SUBMIT CERTIFIED FUNDS.)**

AFFIDAVIT OF ELIGIBILITY

Pursuant to Section 8-29-10 SC Code of Law, **ALL** applicants for a South Carolina license after July 1, 2008 are required to complete and sign this Affidavit of Eligibility.

Section A: LAWFUL PRESENCE in the United States.

I, (please print your full name) _____, swear or affirm under penalty of perjury under the laws of the State of South Carolina that (check 1, 2 or 3 below):

1. ___ I am a United States citizen or legal permanent resident eighteen years of age or older; or
2. ___ I am not a US citizen but am lawfully present in the US as evidenced by one of the following
 - a. ___ I am a qualified alien as defined in 8 U.S.C. sec 1641, eighteen years of age or older.
 - b. ___ I am a nonimmigrant under the "Immigration and Nationality Act," Federal Public Law 82-414 as amended, eighteen years of age or older.
3. ___ I am not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a) (check either a or b below):
 - a. ___ I am a US citizen, not physically present or employed in the United States.
 - b. ___ I am a Foreign National, not physically present or employed in the United States.

If you selected either 3.a. or 3.b., you do not need to complete Section B. Skip to Section C.

Section B: Secure and Verifiable Document. This section must be completed if you checked number 1 or 2 in Section A.

1. Please check one of the following acceptable secure and verifiable documents. Complete documentation must be provided **upon request only**.

- Any South Carolina Driver License, South Carolina Driver Permit or South Carolina Identification Card, expired less than one year.
- Out-of-state issued photo Driver's License or photo identification card, photo driver's permit expired less than one year. State: _____
- Valid Temporary Resident Card
- Certificate of Naturalization with intact photo
- Certificate of (US) Citizenship with intact photo
- Other: (Name of verifiable document) _____

2. Enter the state or the federal agency name where this secure and verifiable document was issued.

(If issued by a state agency, include both the state and agency name.)

3. What is the secure and verifiable document number? _____

_____/_____/_____

Social Security Number

4. What is the expiration date of your secure and verifiable document? ____/____/____ (month/day/year)

(If you hold a document without an expiration date, such as a military ID or naturalization certificate, write N/A.)

Section C: Attestation.

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States. I may also be required to provide proof of lawful presence.
- I understand that in accordance with section 8-29-10 false statements made herein are punishable by law. I state under penalty of perjury that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Labor, Licensing and Regulation upon request and is subject to verification.

Signature

Date

Please print your name as shown on your secure and verifiable document.

Professional License Type: _____

License Number (if already licensed): _____

The South Carolina Code of Laws requires that every individual who applies for an occupational or professional license provide a social security or alien identification number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.