Montana Department of LABOR & INDUSTRY

Montana Board of Realty Regulation
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Licensing Requirements and Application Checklist
Real Estate Broker

License Requirements for Real Estate Broker
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 37-41-302)
2. Must have graduated from an accredited high school or equivalent. (MCA 37-41-302)
3. Must have completed 60 hours of approved pre-licensing education within the past 18 months. (MCA 37-41-302 and ARM 24.210.611(9))
4. Must have passed the Montana Real Estate Broker Examination within the past 12 months. (MCA 37-41-302 and ARM 24.210.611(3))
5. Must have a minimum of two years' experience as a licensed salesperson. (MCA 37-41-302 and ARM 24.210.611(9))
6. Must have completed the experience points requirements as written in ARM 24.210.611(9)(b). (MCA 37-41-302 and ARM 24.210.611(9))

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. 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.).

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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 <u>in addition</u> 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(s) for Real Estate Broker

The following fee(s) must be submitted with your application. Online applicants can 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

You can apply for a license online at https://ebiz.mt.gov/POL/ or download a paper application from the website. Online application is recommended.

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

If you have any questions about the application process or the licensing requirements, please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.