

Arkansas Property Management Broker Experience Requirement

Name: _____

License Number: _____

As an applicant for original licensure as a property management broker, you must demonstrate that you have met the experience requirements set forth in Commission Rule 17 CAR § 220-401(b)(3). The guidelines for submitting said demonstration are provided for in Rule 17 CAR § 220-401(b)(4) and are as follows:

“...documentation as the commission deems satisfactory to demonstrate that the applicant has gained experience in the real estate business or property management equal to that which would be gained by a person engaged in the real estate or property management business on a full-time basis during a minimum two-year period of time; Listings, sales, property management, or other licensed activities may be considered by the commission in determining whether the applicant meets this qualification; Consideration shall be given to the real estate broker or property management broker applicant’s local real estate market and/or specialized area of real estate or property management practice; Any person whose application for real estate broker or property management broker license is denied by the Executive Director of the Arkansas Real Estate Commission may appeal such denial to the commission provided the request is in writing and received in the office of the commission not later than sixty (60) days following the date of denial by the executive director.”

Please note that your application will not be considered complete until all required forms, documents and fees are received. Please provide complete and detailed information.

SECTION I – PROPERTY MANAGEMENT INSTRUCTIONS

Include transactions where you operated in a property management capacity.

ADDRESS: List the property address.

PERSONAL INTEREST: State whether or not you had a personal interest in the property, i.e., you owned the property, a family member owned the property, etc.

MANAGEMENT DATES: List the beginning date and ending date for your management of the property in question.

TYPE: Select the property type for the property in question.

ADDRESS	PERSONAL INTEREST	MANAGEMENT DATES	TYPE
	No Yes If “yes”, explain: _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural
	No Yes If “yes”, explain: _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural

SECTION I – PROPERTY MANAGEMENT

ADDRESS	PERSONAL INTEREST	MANAGEMENT DATES	TYPE
	No Yes If “yes”, explain: _____ _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural
	No Yes If “yes”, explain: _____ _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural
	No Yes If “yes”, explain: _____ _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural
	No Yes If “yes”, explain: _____ _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural
	No Yes If “yes”, explain: _____ _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural
	No Yes If “yes”, explain: _____ _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural
	No Yes If “yes”, explain: _____ _____ _____	Start Date: _____ End Date: _____	Residential No. of Units: _____ Commercial Industrial Agricultural

SECTION II CURRENT AGENCY AGREEMENTS INSTRUCTIONS

Include only transactions where a tenant/leasee or leasing agency agreement is in place but a property management agreement is not in place.

ADDRESS: List the property address unless operating as tenant agent only.

YOUR ROLE IN THE TRANSACTION: Select the role you played in the transaction, either as representing the owner, the tenant, or both.

PERSONAL INTEREST: State whether or not you had a personal interest in the property, i.e., you owned the property, a family member owned the property, etc.

CONTRACT DATES: List the beginning date by month and year for the contract.

TYPE: Select the property type for the property in question.

ADDRESS	YOUR ROLE IN THE TRANSACTION	PERSONAL INTEREST	CONTRACT DATES	TYPE
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: (mm/yyyy) ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial
	Leasing Agent Tenant Agent Dual Agent	☐ No ☐ Yes If "yes", explain: _____ _____ _____	Begin Date: ____ / ____	Residential No. of Units: ____ Commercial Agricultural Industrial

SECTION III

OPTIONAL NARRATIVE OF EXPERIENCE

Use the space below to provide the Commission with a summary of any other property management related experience you have gained to date. You may also choose to refer to specific challenges or unique situations encountered in the transactions disclosed in Sections I and II of this form and expound upon their relevance in qualifying you for licensure as a broker. Attach additional sheets if necessary.

By placing my signature below I certify that I was directly involved and served as a point of contact in each agreement or transaction listed above. Information provided in this application is true and correct, and that the Arkansas Real Estate Commission may rely on its truthfulness in considering this application.

SIGNATURE

DATE (MONTH/DAY/YEAR)