

**Montana Board of Realty Regulation**  
**301 South Park Avenue 4th Floor**  
**PO Box 200513**  
**Helena MT 59620-0513**  
**PHONE: 406-444-2961 FAX: 406-841-2323**  
**E-MAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov) WEBSITE: [www.realestate.mt.gov](http://www.realestate.mt.gov)**

## **PROCEDURES FOR APPLICATIONS FOR WAIVER OF EDUCATION AND/OR EXPERIENCE**

### **WAIVER REQUIREMENTS:**

- An application may be submitted to determine if an applicant has a license in another state or jurisdiction with licensing standards substantially equivalent to Montana's requirements. The Board may approve to waive all or part of the required pre-licensing education and/or examination.
- Applications for determination of waiver of education and/or experience shall be made on forms approved by the board and must include adequate recent experience as required in 24.210.611 arm. This requires all current brokers attempting to obtain a Montana Broker license to meet recent licensed activity levels.
- Mortgage brokering is not considered real estate licensed activity in Montana.
- Transactions as an employee or personal transactions do not count toward meeting activity requirements.

### **PROCESSING PROCEDURES:**

- A completed application will be presented to the Board at its next regularly scheduled meeting. Your application must be in the board office 10 business days prior to the next scheduled board meeting.
- The applicant is not required to attend the Board meeting, but is welcome to attend and be present during the consideration of the application.
- The Board routinely holds meetings every six weeks. Contact the Board office or visit the web site for a listing of board meeting dates.
- Upon completion of all of the requirements for licensure, an application for a Real Estate Broker or Salesperson license must be submitted with all fees and supporting documentation. You will also need an original certified license history from any state you hold or held a real estate license in.

Please order an original certified license history from any real estate jurisdiction in which a current license has been previously issued. This is not required for your waiver application request, but is required for your licensure application and can take up to 8 weeks to obtain.

MONTANA STATE BOARD OF REALTY REGULATION  
APPLICATION FOR WAIVER OF EXAM

Application is hereby made for waiver of the examination requirement in granting a license based on licensure statute in another jurisdiction as found in 37-1-304 MCA.

NAME: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_  
STREET/P.O.BOX

\_\_\_\_\_  
CITY STATE ZIP CODE

TELEPHONE \_\_\_\_\_  
BUSINESS HOME

CURRENT LICENSING JURISDICTION(S) \_\_\_\_\_

TYPE OF LICENSE APPLYING FOR \_\_\_\_\_  
(i.e. sales, broker, etc.)

DATE RECEIVED SALES LICENSE \_\_\_\_\_

DATE RECEIVED BROKER LICENSE \_\_\_\_\_

If you are applying for a Broker license and this waiver is denied would you accept a waiver to obtain a salesperson license?  
\_\_\_ YES \_\_\_ NO

HAS A PROFESSIONAL OR OCCUPATIONAL LICENSE EVER BEEN DENIED TO YOU? \_\_\_ YES \_\_\_ NO  
If yes, attach full details, including where, when and circumstances.

CURRENT BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
STREET/P.O. BOX

\_\_\_\_\_  
CITY STATE ZIP CODE

JURISDICTION QUALIFICATIONS: This section is intended to determine the requirements of the licensing jurisdiction. In addition to providing the following information, you must include a copy of the law and rules from the jurisdiction where you currently hold a license and a copy of any other requirements or criteria for licensing.

EDUCATION: HIGH SCHOOL COMPLETION REQUIRED \_\_\_ YES \_\_\_ NO  
If no, is there any required education level?

POST-SECONDARY EDUCATION REQUIRED? \_\_\_ YES \_\_\_ NO  
If yes, what level of completion is required?

NUMBER OF HOURS OF PRE-LICENSING EDUCATION REQUIRED FOR SALES LICENSE? \_\_\_\_\_

NUMBER OF ADDITIONAL HOURS OF PRE-LICENSING EDUCATION REQUIRED FOR BROKER LICENSE?  
\_\_\_\_\_

ACTIVITY: DOES YOUR CURRENT LICENSING JURISDICTION HAVE MINIMUM ACTIVITY REQUIREMENTS (listings and sales) TO QUALIFY FOR A BROKER LICENSE ?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, WHAT ARE THEY? \_\_\_\_\_

PERSONAL  
ACTIVITY:

WHAT IS THE HIGHEST LEVEL OF FORMAL EDUCATION YOU HAVE COMPLETED?  
\_\_\_\_\_

EXPLAIN THE NATURE OF YOUR REAL ESTATE ACTIVITY :  
\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE NUMBER OF REAL ESTATE TRANSACTIONS YOU HAVE COMPLETED FOR THE PRECEDING THREE (3) YEARS: use additional attachments as necessary.  
\_\_\_\_\_  
\_\_\_\_\_

ASSOCIATIONS  
& SOCIETIES

LIST ALL PROFESSIONAL OR OCCUPATIONAL LICENSES HELD:  
\_\_\_\_\_  
\_\_\_\_\_

LIST ALL MEMBERSHIPS IN PROFESSIONAL OR OCCUPATIONAL SOCIETIES OR ASSOCIATIONS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**TRANSACTIONS: RESIDENTIAL** – The following must be provided by the Supervising Broker. Make copies of this form as needed.  
 Please refer to ARM 24.210.611, for additional clarification of qualifications to obtain a broker license.

- ✓ **TRANSACTIONS MUST HAVE CLOSED WITHIN THE PAST THIRTY-SIX (36) MONTHS**
- ✓ **LICENSEE MUST HAVE OBTAINED AND WORKED WITH THE BUYER OR SELLER OR BOTH (COUNTS AS TWO TRANSACTIONS, IF BOTH)**
- ✓ **CO-LISTINGS AND TEAM TRANSACTIONS ARE GIVEN ½ CREDIT**
- ✓ **TRANSACTIONS OF THE APPLICANT AS AN EMPLOYEE, TRANSACTIONS IN WHICH THE APPLICANT IS A PRINCIPAL, AND MORTGAGE BROKER ACTIVITIES CAN NOT BE USED TO QUALIFY FOR A BROKER LICENSE**
- ✓ **A MAXIMUM OF FIVE (5) RESIDENTIAL LEASES ARE ELIGIBLE TO BE COUNTED AS CLOSED TRANSACTIONS**
- ✓ **FORM MUST BE COMPLETE AND BE TYPED OR PRINTED AND LEGIBLE**
- ✓ **IF MULTIPLE TRANSACTIONS FOR THE SAME SELLER OR BUYER, PLEASE EXPLAIN AND INDICATE ANY OWNERSHIP INTEREST OF APPLICANT**

| 1. BUYERS NAME<br>2. SELLERS NAME | PROPERTY ADDRESS | 1. COMPANY/AGENT FOR BUYER<br>2. COMPANY/AGENT FOR SELLER | CLOSING DATE |
|-----------------------------------|------------------|---|--------------|
| 1.                                |                  | 1.  |              |
| 2.                                |                  | 2.  |              |
| 1.                                |                  | 1.  |              |
| 2.                                |                  | 2.  |              |
| 1.                                |                  | 1.  |              |
| 2.                                |                  | 2.  |              |
| 1.                                |                  | 1.  |              |
| 2.                                |                  | 2.  |              |
| 1.                                |                  | 1.  |              |
| 2.                                |                  | 2.  |              |
| 1.                                |                  | 1.  |              |
| 2.                                |                  | 2.  |              |
| 1.                                |                  | 1.  |              |
| 2.                                |                  | 2.  |              |

**Broker Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRANSACTIONS: COMMERCIAL/AGRICULTURAL/FARM & RANCH** – The following must be provided by the Supervising Broker. Make copies of this form as needed. Please refer to ARM 24.210.611, for additional clarification of qualifications to obtain a broker license.

- ✓ **TRANSACTIONS MUST HAVE CLOSED WITHIN THE PAST THIRTY-SIX (36) MONTHS**
- ✓ **LICENSEE MUST HAVE OBTAINED AND WORKED WITH THE BUYER OR SELLER OR BOTH (COUNTS AS TWO TRANSACTIONS, IF BOTH)**
- ✓ **CO-LISTINGS AND TEAM TRANSACTIONS ARE GIVEN ½ CREDIT**
- ✓ **A MAXIMUM OF TWO (2) COMMERCIAL LEASES ARE ELIGIBLE TO BE COUNTED AS CLOSED TRANSACTIONS**
- ✓ **AGRICULTURAL/FARM & RANCH MUST BE A MINIMUM OF 30 ACRES TO QUALIFY**
- ✓ **TRANSACTIONS OF THE APPLICANT AS AN EMPLOYEE, TRANSACTIONS IN WHICH THE APPLICANT IS A PRINCIPAL, AND MORTGAGE BROKER ACTIVITIES CAN NOT BE USED TO QUALIFY FOR A BROKER LICENSE**
- ✓ **FORM MUST BE COMPLETE AND BE TYPED OR PRINTED AND LEGIBLE**
- ✓ **IF MULTIPLE TRANSACTIONS FOR THE SAME SELLER OR BUYER, PLEASE EXPLAIN AND INDICATE ANY OWNERSHIP INTEREST OF APPLICANT**

| 1. BUYERS NAME<br>2. SELLERS NAME | PROPERTY ADDRESS | 1. SELLING AGENT<br>2. LISTING AGENT | CLOSING COMPANY | CLOSING DATE |
|-----------------------------------|------------------|--------------------------------------|-----------------|--------------|
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |
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| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |

**Broker Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRANSACTIONS: VACANT LAND** – The following must be provided by the Supervising Broker. Make copies of this form as needed. Please refer to ARM 24.210.611, for additional clarification of qualifications to obtain a broker license.

- ✓ **TRANSACTIONS MUST HAVE CLOSED WITHIN THE PAST THIRTY-SIX (36) MONTHS**
- ✓ **LICENSEE MUST HAVE OBTAINED AND WORKED WITH THE BUYER OR SELLER OR BOTH (COUNTS AS TWO TRANSACTIONS, IF BOTH)**
- ✓ **CO-LISTINGS AND TEAM TRANSACTIONS ARE GIVEN ½ CREDIT**
- ✓ **TRANSACTIONS OF THE APPLICANT AS AN EMPLOYEE, TRANSACTIONS IN WHICH THE APPLICANT IS A PRINCIPAL, AND MORTGAGE BROKER ACTIVITIES CAN NOT BE USED TO QUALIFY FOR A BROKER LICENSE**
- ✓ **FORM MUST BE COMPLETE AND BE TYPED OR PRINTED AND LEGIBLE**
- ✓ **IF MULTIPLE TRANSACTIONS FOR THE SAME SELLER OR BUYER, PLEASE EXPLAIN AND INDICATE ANY OWNERSHIP INTEREST OF APPLICANT**

| 1. BUYERS NAME<br>2. SELLERS NAME | PROPERTY ADDRESS | 1. SELLING AGENT<br>2. LISTING AGENT | CLOSING COMPANY | CLOSING DATE |
|-----------------------------------|------------------|--------------------------------------|-----------------|--------------|
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |
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| 2.                                |                  | 2.                                   |                 |              |
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |
| 1.                                |                  | 1.                                   |                 |              |
| 2.                                |                  | 2.                                   |                 |              |

**Broker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_