



**LICENSING CHECKLIST FOR:
REAL ESTATE PROPERTY MANAGEMENT
COMPANY LICENSE**

State of Utah
Department of Commerce
Division of Real Estate

PROPERTY MANAGEMENT COMPANIES ARE ONLY ALLOWED FOR DUAL BROKERS

The following items are required and must be completed in order to obtain the Property Management Company License. If the application is not complete at the time of submission, **it will delay approval and could result in a denial.** Fees are nonrefundable and are due at the time of application submission.

1. Completed and signed Real Estate Company/Branch Registration form.
2. Register with the Utah Division of Corporations showing the company is current and in good standing.
3. Dual Broker Application.
4. Letter on company letterhead, signed by a company Officer, Manager/Member, or Owner, authorizing the Dual Broker to use the company name. *(If Dual Broker is the owner, this letter is not required).*
5. Documentation from a Utah financial institution less than 30 days old verifying an operating account including the entire account number. *(Documents accepted may be financial statements that show the above account information & requirements or may be a letter from the financial institution on their letterhead, signed & dated, verifying the required account information & requirements).*
6. Documentation from a Utah financial institution less than 30 days old verifying a trust account including the entire account number, showing the Dual Broker as a signatory. The account must include the approved Division entity name and the words "Property Management Trust Account." Abbreviations are not accepted. *(Example: Ajax Property Management Company – Property Management Trust Account).*
7. Company Registration non-refundable fee of \$200.00.
8. Dual Broker Application non-refundable fee of \$118.00.

I certify that I have submitted the above items in a completed form and I understand that an **incomplete application will result in delays or a denial.**

Signature of Applicant

Date of Application