

PROPERTY MANAGEMENT



What You Will Need Before You Apply:

- Passing scores on both the general & state (DC) portions of the Property Manager Exam. For additional information on the exam, refer to the "Real Estate License Examination Candidate Information Bulletin" on the DC Real Estate Commission (DCREC) website: <https://www.dcopla.com/realestate>.
- Currently, pre-license education is not required for DC property managers. However, if property management pre-license education is desired, visit the DCREC website for approved providers and courses.



When You Are Ready to Apply, You Will Need:

- A 2" x 2" passport-style photo (professional headshots are acceptable)**
- A un-expired government-issued ID**
- A debit or credit card to pay associated fees
Fee: \$295 (includes \$60 fee for the Real Estate Guaranty and Education Fund)

**You will need to upload the required document into the online application.



Ready to start? Visit <https://www.dcopla.com/realestate>

NEW APPLICANTS

1. Under **Licensing Services**, click on the link to the online portal.
2. Register as a **New Individual Applicant**.
3. Enter your account information and select **Save**.
4. Follow the prompts to **Create A New Password**.
5. **Log in** to the system using your Email or Client ID and new password.
6. Scroll down to your license type, **Property Manager**

EXISTING LICENSEES

1. Under **Licensing Services**, click on the link to the online portal.
2. Under **Login**, click **Forgot Your Password?**
3. Enter your **license number** as your User ID. Include letters and numbers with no spaces (ex. *PM123456*)
4. Check your e-mail inbox for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to **Create A New Password**.
6. **Log In** to the system using your license number and new password.
7. Scroll down to your license type, **Property Manager**