



**Real Estate Commission**

**Property Management Endorsement**

**Application User Guide**

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## Table of Contents

### Property Management Endorsement Application

|                   |    |
|-------------------|----|
| Introduction      | 3  |
| Basic Information | 3  |
| Questions         | 6  |
| Upload Documents  | 9  |
| Attestation       | 11 |
| Payment           | 11 |

## Property Management Endorsement Application

1. In the **Introduction** step, read the information carefully, then click “**Next**”.

RLD Intake

Introduction

Basic Information

Questions

Upload Documents

Attestation

Payment

Confirmation

### Introduction

Thank you for starting your application for a license with the New Mexico Regulation and Licensing Department. This licensing portal will guide you through the licensing requirements and allow you to save your work and return to your application if you do not complete it all at one time.

This application will confirm that each individual applying meets all requirements for licensure set by either state statute or regulations governing the profession. These licensing requirements, along with continuing education, regular renewals, and compliance monitoring assist to safeguard the profession and certify that licensees meet minimum education, training, and health and safety standards to ensure public trust.

If you have further questions regarding licensure or the Regulation and Licensing Department Boards and Commissions Division, please visit the website at [www.rld.nm.gov/boards-and-commissions/](http://www.rld.nm.gov/boards-and-commissions/). Each Board and Commission have their own webpage with specific requirements for licensure, continuing education, renewals, public meeting information, and a direct phone number and email to their respective administrator and other support staff who can be reached for help.

If you are ready to apply, please click the Save & Next button to begin your application.

Property Management Endorsement can only be issued on an active Associate Broker or Qualifying Broker license that you hold in New Mexico. You can apply for Property Management Endorsement if you already hold an Associate Broker or Qualifying Broker license in New Mexico. If a license is not issued yet for which you are requesting endorsement but you have submitted the application, you can still apply for the Property Management Endorsement and the Commission will review both applications together.



Please ensure that you are applying for the correct license, permit or exam approval. Incorrect applications or those submitted in error may result in delays or additional application fees. Please note all fees are non-refundable even if the application is denied or withdrawn.

Save for later

Next

2. On the **Basic Information** page, verify that all information is valid and up to date.

Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

**Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.**

My Profile

Applicant Information

\* First Name

Middle Name

\* Last Name

Any other name(s)

\* Phone Number

\* Email Address

Mailing Address

\* Mailing Street

\* Mailing City

\* Mailing State

Mailing County (if in New Mexico)

\* Mailing Zip

\* Mailing Country

Save for later

Previous

Next

- a. If your information is **Not Up to Date**, select the **“My Profile”** button at the top left to update your information.

**Basic Information**

*Carefully verify that all contact information is current and correct.*

*Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.*

*Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.*

*Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.*

**My Profile**

✓ **Applicant Information**

\* First Name  Middle Name  \* Last Name

Any other name(s)

\* Phone Number  \* Email Address

✓ **Mailing Address**

\* Mailing Street

\* Mailing City  \* Mailing State

Mailing County (If in New Mexico)  \* Mailing Zip

\* Mailing Country

Save for later

- i. Select the **“Edit”** button at the bottom right of the page.

**My Profile**

✓ **Person Information**

\* First Name  Middle Name  \* Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

Race  Ethnicity  Preferred Language  Are you a New Mexico Resident?

Date of Birth  Gender

Primary Phone No  Business Phone No

Identifier Type  Identifier Number

✓ **Mailing Address**

Mailing Street

City  State/Province

Country  Zip Code  County (If in New Mexico)

- ii. Enter in all relevant updated data and select **“Save”** at the bottom right when completed, then return to your application and click **“Next”**.

**My Profile**

Person Information

\* First Name Middle Name \* Last Name

Have you ever used another name under which records relating to your application, education, training or experience may be filed?

\* Race \* Ethnicity \* Preferred Language \* Are you a New Mexico Resident?

\* Date of Birth \* Gender

\* Primary Phone No Business Phone No

\* Identifier Type \* Identifier Number

SSN

Mailing Address

\* Mailing Street

\* City State/Province

Country \* Zip Code County (If in New Mexico)

Cancel Save

- b. If your information is **Up to Date**, select the **“Next”** button at the bottom right of the page.

#### Basic Information

Carefully verify that all contact information is current and correct.

Communication regarding licensing and renewals may be sent through email, and any official legal communication regarding complaints and discipline will be sent to the mailing address on file. It is required that every applicant and licensee maintain a current email and mailing address with the board where mail is checked regularly.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

My Profile

#### Applicant Information

\* First Name Middle Name \* Last Name

Any other name(s)

\* Phone Number \* Email Address

Mailing Address

\* Mailing Street

\* Mailing City \* Mailing State

Mailing County (If in New Mexico) \* Mailing Zip

\* Mailing Country

Save for later Previous Next

3. In the **Questions** section, you will answer questions about your licensure. Please complete each section of this page, as they are all required to proceed.
- a. Read **Question 1** and all of the responses carefully, then select one of the options by clicking the radio button to the left of your answer to indicate your **Licensure Status**.

### Questions

\* Please read carefully and select the appropriate choice that applies to you:

- ☒ I have an active Qualifying Broker license in New Mexico for which I am requesting the property management endorsement.
- ☐ I have an active Associate Broker license in New Mexico for which I am requesting the property management endorsement.
- ☐ I have submitted an application for a Qualifying Broker license for which I am requesting the property management endorsement.
- ☐ I have submitted an application for an Associate Broker license for which I am requesting the property management endorsement.

- b. Next, enter the **Application Number** or **License Number** associated with your endorsement into the text box.

\* Specify the Application Number or License Number associated with this endorsement?

- c. Your remaining questions will vary depending on your answer to the first question. Read each question, then select **"Yes"** underneath each.

\* Do you certify that you have completed the 6 hour Uniform Owner-Resident Relations Act or the Commercial Equivalent?

☒ Yes

\* Do you certify that you have completed an additional twelve (12) hours of commission approved property management courses?

☒ Yes

\* Do you attest that you have attended a commission meeting, rule hearing, or disciplinary hearing for at least three (3) hours or until the Commission enters into executive session?

☒ Yes

\* Do you understand that you will not receive a new wall license for Property Management Endorsement, once approved?

☒ Yes

*Initial or renewed licenses will have the endorsement printed on the license. If you would like an additional license, you will need to return your original license to the Commission and submit a request with payment for an additional license.*

Questions with only one response are a licensure requirement set by your Board/Commission. If you are unable to answer the question truthfully, you may need to contact your Board to inquire about meeting this license type's requirements.

- d. After indicating that you have **Errors and Omissions Insurance**, a table will populate asking you to enter your **Insurance Information**. Click **"Add New"** to begin adding this information.

*Transactions may include sales transactions, lease transactions, or a combination thereof. You will be required to upload duly filled 'Transaction Point Form' on the document upload page, later in the application. Transaction Point Form can be downloaded from available [link](#).*

\* Do you have errors and omissions insurance coverage meeting the requirements of NMAC 16.61.5?

☒ Yes

Insurance Information

*If you need to view, edit or delete any record, click the down arrow under the action for that specific record.*

**Add New**

| Insurance Provider | Issue Date | Expiry Date | Status | Action |
|--------------------|------------|-------------|--------|--------|
|                    |            |             |        |        |

- e. Enter the **Insurance Provider** and **Policy Number** into the **Insurance Information** form. Then enter the **Issue Date** and **Expiry Date** into the corresponding fields in **MM/DD/YYYY** format, or you can use the **Calendar** icon to select the date from the full calendar view. Finally, click **"Save & Next"** to progress.

☒ Yes
✕

### Insurance Information

\* Insurance Provider

\* Policy Number

\* Issue Date

📅

\* Expiry Date

📅

Cancel
**Save & Next**

- f. Click **Upload Files** to open your computer's File Explorer and select your **Proof of Coverage** for this Insurance Information entry. After your file has been uploaded, click **"Done"** then **"Close"** to return to the **Questions 2** section of your application.

Insurance Information
✕

### Insurance Information

Select Document to Upload

**Upload Files**

Or drop files

Close

- g. Your **Insurance information** will enter “**Pending Review**” status and be reviewed by your Board/Commission. You can use the **Action** dropdown to **View**, **Edit**, or **Delete** your entry when it is not pending. Repeat steps d. through g. as necessary until all of your **Insurance Information** has been entered.

#### Insurance Information

*If you need to view, edit or delete any record, click the down arrow under the action for that specific record.*

[Add New](#)

| Insurance Provider      | Issue Date | Expiry Date | Status         | Action                                                                                                       |
|-------------------------|------------|-------------|----------------|--------------------------------------------------------------------------------------------------------------|
| Insurance Provider Name | 1/1/2025   | 12/31/2025  | Pending Review | <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> View<br/> Edit<br/> Delete </div> |

- h. Answer the final three questions in this section by clicking “**Yes**” or “**No**” in the radio button next to the response you are choosing. If you select “**Yes**” to any of the final three questions, an additional text field will populate for you to **Provide Any Relevant Details** pertaining to the question. You will have an opportunity to upload **Supporting Documents** in a later section of the application.

\* Have you ever had an application or license in this profession denied, suspended, revoked, surrendered, or had any other form of discipline or disciplinary action by a licensing board in another state or jurisdiction?

☐ Yes  
☒ No

\* Have you been convicted of a felony offense in any jurisdiction that would be considered a disqualifying criminal conviction, as outlined in NMAC 16.61.3.15(A)?

☐ Yes  
☒ No

\* Are you currently more than thirty days in arrears in payment of amounts required to be paid pursuant to an outstanding judgment and order for child support in New Mexico or any other state?

☒ Yes  
☐ No

*A person who submits an application for an initial license or renewal of a license is not eligible for issuance of the license if the applicant is not in compliance with a judgment and order for support or subpoenas or warrants relating to paternity or child support proceedings.*

\* Provide any relevant details below. It is also recommended that you upload documentation of the criminal case and disposition (e.g. decision and order, settlement, plea, etc.) as other supporting documents on the document upload page, later in this application.

[Save for later](#)

[Previous](#)

[Next](#)

- i. Once all sections of the **Questions** section are answered accurately, click “**Next**” to proceed.

4. In the **Uploaded Documents** section, click the blue **“Upload”** icon to begin selecting the document to upload. All fields marked with a red asterisk (\*) are mandatory for your application.

RLD Intake

Introduction  
Basic Information  
Questions  
**Upload Documents**  
Attestation  
Payment  
Confirmation

**Upload Documents**

| Document Name                                            | Document Description                                                                                                                                                                      | Uploaded Files                                                                      |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| * Certificate of 12 hours of Property Management Courses | Certificate of 12 hours of Additional Property Management Courses                                                                                                                         |  |
| * Certificate or Email Showing Meeting Attended          | Certificate or Email to show you attended a commission meeting, rule hearing, or disciplinary hearing for at least three (3) hours or until the Commission enters into executive session. |  |
| * Certificate of Uniform Owner-Resident Relations Act    | Certificate of 6 Hour of Uniform Owner-Resident Relations Act or the Commercial Equivalent                                                                                                |  |
| Other Supporting Documents                               | Any supporting documents that could assist in review of the application.                                                                                                                  |  |

Save for later

Previous Next

- a. Select the **“Upload Files”** button to open the file directory of your computer.

Upload

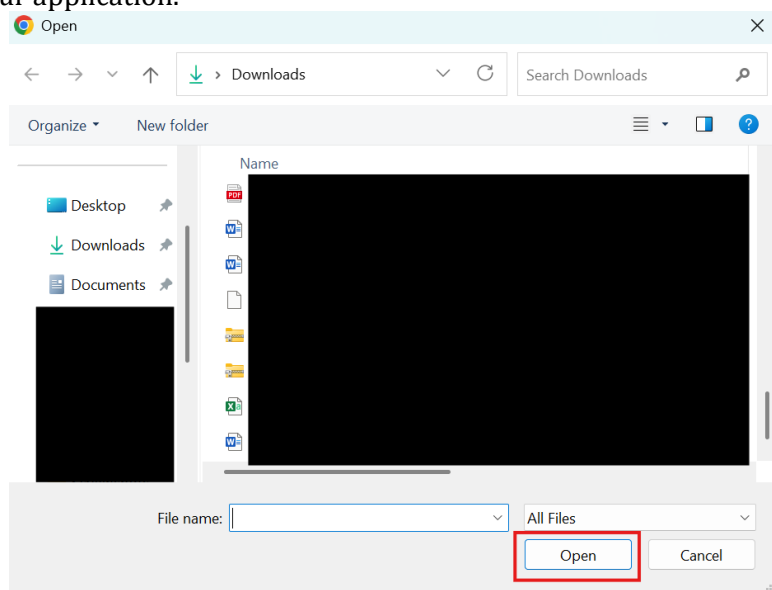
Please attach a copy of the required document.

Note that:  
1. File size should not exceed 10MB.  
2. File extensions will be accepted only if type doc, docx, pdf, png, jpg, jpeg, tiff, csv.  
3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Or drag files

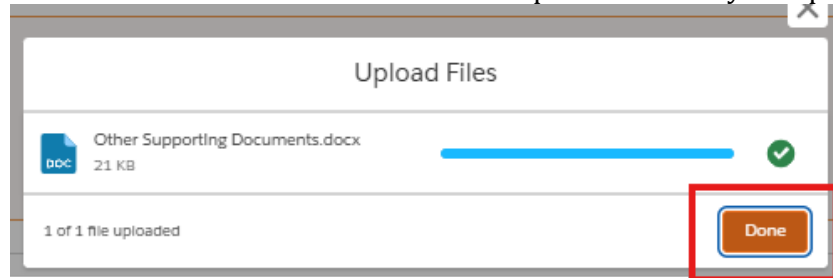
Clear

- b. Select the appropriate document requested by your Board from your files, and then select **“Open”** to upload it to your application.

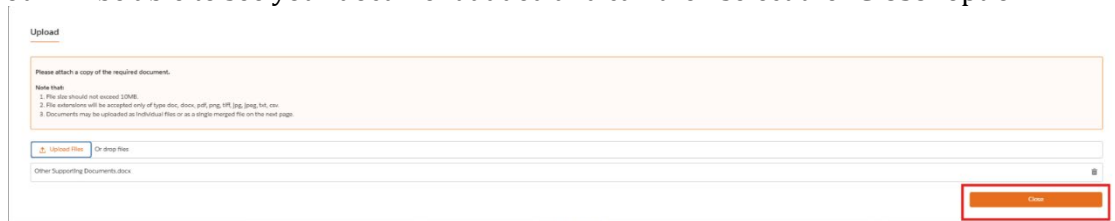


*Note: The document must be under 10MB, and of a supported file type (.doc, .docx, .pdf, .png, .tiff, .jpg, jpeg, txt, csv). If you experience issues, we recommend clearing your cache and cookies for the site and then trying to upload the documents again. If the secondary window does not appear when you click the upload button, you may need to enable pop-ups in your web browser as well.*

- c. The file will notify you when it has finished uploading with a green check mark to the right of the document name. Select the **“Done”** button when it’s completed to finish your upload.



- d. You will be able to see your document added and can then select the **“Close”** option.



- e. You will be able to see the documents in each section once you have completed an upload. If you would like to remove any uploaded documents, you can click the **“Trash Can”** icon to delete them from your application. Use the orange **Eye** icon to preview your document and the green **Download** icon to save the uploaded document to your computer.

#### Upload Documents

| Document Name                                            | Document Description                                                                                                                                                                      | Uploaded Files                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * Certificate of 12 hours of Property Management Courses | Certificate of 12 hours of Additional Property Management Courses                                                                                                                         |  Your Document Name    |
| * Certificate or Email Showing Meeting Attended          | Certificate or Email to show you attended a commission meeting, rule hearing, or disciplinary hearing for at least three (3) hours or until the Commission enters into executive session. |  Your Document Name    |
| * Certificate of Uniform Owner-Resident Relations Act    | Certificate of 6 Hour of Uniform Owner-Resident Relations Act or the Commercial Equivalent                                                                                                |  Your Document Name    |
| Other Supporting Documents                               | Any supporting documents that could assist in review of the application.                                                                                                                  |                                                                                                                                                                                                                                                                                       |

Save for later

Previous

Next

- f. Repeat step 4 of this guide until all required documents (\*) have been uploaded. Then click the **“Next”** button to proceed.

5. On the **Attestation** page, review the statement on the screen. Then select the **checkbox** to certify your agreement. After, **enter your name** and select the **“Next”** button at the bottom right.

RLD Intake

- Introduction
- Basic Information
- Questions
- Upload Documents
- Attestation**
- Payment
- Confirmation

### Attestation

▼ Application Attestation

☒ I hereby depose and state under penalty of perjury, I am the person described and identified in this application, the information given by me is true, correct, and complete to the best of my knowledge and belief.

I understand that any information contained in this application may be investigated and any false or dishonest answer to any question in this application may be grounds for denial or revocation of my license.

\*Applicant Name Date

Save for later

Previous **Next**

6. After moving to the **Payment** section, a notice will appear informing you that payment is not necessary for this application. If your information is accurate, click **“Pay and Submit”** to finalize your application and submit it to your Board/Commission. To check the status of your application, please contact your board or division directly. Please be sure to reference your **Application ID**, which begins with **PAR-** and can be found at the top of your application.

RLD Intake

- Introduction
- Basic Information
- Questions
- Upload Documents
- Attestation
- Payment**
- Confirmation

### Payment

There is no fee required for this application.  
Please click the **Pay & Submit** button to submit the application.

Save for later

Previous **Pay and Submit**

7. On the **Home Page**, the application will appear under **My Applications** with **Submitted** status.

Licenses & Applications

My Applications

| Application ID | License Type | Application Type | Applied Date | Status           | Action                                                |
|----------------|--------------|------------------|--------------|------------------|-------------------------------------------------------|
| PAR-0001       |              | New              | 10/7/2025    | Draft            |                                                       |
| PAR-0002       |              | New              | 7/29/2025    | Draft            |                                                       |
| PAR-0003       |              | New              | 7/28/2025    | <b>Submitted</b> | <a href="#">View</a> <a href="#">Review Checklist</a> |

[View All](#)