



New Mexico Regulation and Licensing Department

New Mexico Real Estate Commission
5500 San Antonio Dr. Suite A ▪ Albuquerque, New Mexico 87109
www.rld.state.nm.us

Property Management Declaration for Qualifying Brokers

Governor
Michelle Lujan-Grisham

Superintendent
Marguerite Salazar

Date:	Name:
QB License #:	

[This Requirement Applies to both Commercial and Residential Property Managers]

Section A. Qualifying Brokers Acknowledgement of Responsibilities

- I, _____, a licensed Qualifying Broker in New Mexico, hereby declare that I currently offer Property Management Services to the public, or that I intend to offer such services during this 3-year licensing cycle.
- I acknowledge my responsibility to: (a) Unless I am a statutorily exempt status licensee,¹ I shall complete the commission approved 6 hour Uniform Owner Resident Relations Act course, or the 6-hour commission approved Commercial Property Management course, within one year of the date of this declaration if the declarer already has been offering such services or; (b) shall complete the above course requirement prior to offering of such residential and/or commercial property management services if I am not currently offering such services as of the date of this declaration. The rules do not prohibit licensees from alternating between the two above referenced courses from cycle to cycle.
- Additionally, unless I am a statutorily exempt status licensee, I will complete twelve (12) additional hours of approved continuing education courses in residential and/or commercial property management selected from the commission’s most current approved course catalogue, each 3-year licensing cycle.
 - I have been determined by the Commission to meet the exemption criteria noted in the footnote below: _____ (initials)
- As a Qualifying Broker currently offering Property Management services to the public, or intending to, I hereby acknowledge my residential

¹ By statute, certain licensees who were determined to meet the following criteria are “exempt” from triannual continuing education responsibilities. The statutory criteria are that a licensee must have (1) achieved 65 years of age by July 1, 2011; and *(emphasis added)* (2) achieved 20 years of continuous active licensure by July 1, 2011. Exempt status licensees are still required to submit a Property Management Declaration. [61-29-4.1 Additional powers of commission; continuing education programs; minimum requirements]

and/or commercial property management responsibilities specific to Qualifying Brokers, as follows:

- (a) As a Qualifying Broker, I shall authorize Associate Brokers in writing my permission to offer residential and/or commercial property management services.
- (b) As a Qualifying Broker, I shall supervise all Associate Brokers authorized to offer residential and/or commercial property management services within my brokerage.
- (c) As a Qualifying Broker, I hereby ensure that any Associate Brokers under my supervision who are authorized to offer property management services submit to the Commission a Property Management Declaration for Associate Brokers containing my signature of authorization.
- (d) As a Qualifying Broker, I acknowledge my responsibility to attend at least one New Mexico Real Estate Commission meeting, rule hearing, or disciplinary hearing in accordance with attendance stipulations listed in Section 9 Paragraph D of 16.61.24 of the Rules of the New Mexico Real Estate Commission.

Section B. Acknowledgement of Responsibility to Reconcile Accounts

I hereby acknowledge my responsibility to reconcile on a monthly basis any property management trust account under my control. _____ (initials)

Section C. Signatures

I, the undersigned, hereby declare and attest to the applicable sections of the above declaration.

Declarer Signature

Printed Name of Declarer/ Licensee

Licensee Number _____

Date of Declaration

This declaration of Intent is submitted to the Commission pursuant to Section 9 Declaration of Intent, 16.61.24 NMAC. Special Attention should be given to Part 16; Part 17; Part 23 and Part 24 of the New Mexico Real Estate Commission Rules.