

Michigan Department of Consumer & Industry Services
Bureau of Commercial Services - Licensing Division
BOARD OF REAL ESTATE BROKERS AND SALESPERSONS
P.O. Box 30243, Lansing, MI 48909
517-241-9233
www.michigan.gov/commerciallicensing

REAL ESTATE ASSOCIATE BROKER LICENSE APPLICATION INSTRUCTIONS

NEW APPLICANT (Those who have never held a Michigan Broker License)

Required forms are available by contacting the Department or can be downloaded from www.michigan.gov/commerciallicensing under the Forms & Publication Section.

- A. Broker applicants currently licensed as salespersons must return the salesperson license, upon request by the Department, before the broker license can be issued.
- B. Applicants who have been licensed in another state must request the licensing authority of that state to notify the Michigan Department of Consumer & Industry Services of the applicant's good standing.
- C. Nonresident applicants must file a "Consent to Service" form, BCS/LRE-195, with license application. All brokers must maintain a place of business in Michigan.
- D. All new broker applicants must submit proof of 90 clock hours of approved classroom hours in real estate. Nine of the 90 clock hours must be instruction in civil rights law and equal opportunity in housing. The 90 hours are in addition to the hours required to obtain a real estate salesperson's license.
 - (1) Applicants must have completed the qualifying precensure education not more than 36 months before the date of license application, unless the applicant has held a license as a salesperson for that intervening period; Rule 203(1).
 - (2) Possession of a law degree, obtained at any time before the date of application, equates to 60 clock hours and 6 hours of Civil Rights instruction of the 90 required; Rule 203(3)(a).
 - (3) Possession of an MBA equates to 60 hours of the 90 hours required, per Rule 203(3)(b).
- E. All new applicants must submit proof of three years of real estate experience. Experience gained while licensed as a real estate salesperson is verified by past/present employing brokers and reported on form BCS/LRE-011.
- F. Relevant, related experience pursuant to Rule 205 is that which is gained in related occupations and deemed to have involved the applicant directly in the business of real estate.
 - (1) Personal involvement in buying, selling, renting, leasing, property management, developers and builders (for which a real estate license was not necessary) either otherwise licensed or on applicant's own account, use form BCS/LRE-031 and BCS/LRE-032. Specific instructions are provided on the form and sufficient detail is required to adequately evaluate the claimed experience.
 - (2) Attorneys-at-law must verify their real estate transaction experience on Forms BCS/LRE-033 and BCS/LRE-034.
 - (3) Mortgage bankers, loan officers and other persons in occupations related to real estate must submit letters from their employers verifying the experience, inclusive dates of employment, and description of degree of job responsibility as relates to real estate experience.
- G. PLEASE ALLOW 30-90 DAYS FOR APPLICATION PROCESSING.
- H. Examination scores are valid for one year from exam date.

EXAMINATION INFORMATION

Examination is required unless the applicant has held a broker or associate broker license within the last three calendar years. Applied Measurement Professionals (AMP) administers the exam. Applicants may register by one of the following methods.

1. For Visa and Mastercard payments, call AMP at 1-800-345-6559 to schedule an appointment or visit their website at www.goAMP.com.
2. For payment by check, obtain a Candidate Handbook from a real estate school, broker or the Department and follow the instructions on the registration form. Mail in registration form and fee. Second, call AMP 7-10 days after you mail your completed form and fee to schedule an appointment (1-800-345-6559).

Six test centers offer computer-based testing throughout the state, Monday through Friday, by appointment only.

INSTRUCTIONS FOR THOSE PREVIOUSLY QUALIFIED FOR MICHIGAN BROKER LICENSURE

- A. To hold more than one Associate Broker license, you must be a principal (officer, member, manager or general partner) with one of the Broker companies. If you are not, you must return your current Associate Broker wall license.
- B. Relicensure applicants: enter I.D. Number on application only if relicensing to an employing broker to whom you were once licensed.
- C. A relicensure applicant whose license has expired more than three years must take the 90 hours of education and exam again.
- D. A relicensure applicant whose license has been expired less than three years needs current Continuing Education.
- E. Separate forms are provided to obtain a broker license for corporations, LLC's and partnerships. Applications for those entity types must be accompanied by at least one Associate broker application.

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| FOR OFFICE USE ONLY | |
|---------------------|-------------|
| Approval Date | Approved By |

REAL ESTATE ASSOCIATE BROKER LICENSE APPLICATION

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

THREE-YEAR FEES

| | |
|-------------|-------|
| New License | \$128 |
| Relicensure | \$148 |

BROKER LICENSES ARE NOT TRANSFERRABLE - PRINT OR TYPE RESPONSES IN BLACK INK.

| | | | |
|--|----------|---|----------------|
| Your Permanent ID Number (See Relicensure Instructions) 65-02- | | New Employing Broker's Permanent I.D. Number 65- | |
| Applicant's Name (Last, First, Middle) | | Social Security Number | Date of Birth |
| Residence Address (Number and Street) | | City | |
| State | Zip Code | Telephone Number () | E-mail Address |
| New Employing Broker's Name, as Licensed (Corporation, Partnership, Individual or LLC) | | | |
| Broker's Address (Number and Street) | | City | |
| State | Zip Code | Business Telephone Number () | |

- I am a partner or member of the brokerage company.
- I am NOT a partner, member, or officer in the above company.
- I am an officer in the company. Title of office held: _____

To hold more than one Associate Broker license, you must be a principal (officer, member, manager or general partner) with one of the Broker companies. If you are not, you must return your current Associate Broker wall license.

FEE PAYMENT INFORMATION (Check Appropriate Box)

FOR OFFICE USE ONLY - VALIDATION

- | | | |
|---|-----------------|---|
| <input type="checkbox"/> NEW LICENSE FEES | Total Fee \$128 | 6502-03=\$98 6502-15=\$15 6502-16=\$15 |
| INCLUDES \$20 NON-REFUNDABLE FEE | | |
| <input type="checkbox"/> RELICENSURE FEES | Total Fee \$148 | 6502-06=\$118 6502-15=\$15 6502-16=\$15 |
| INCLUDES \$20 NON-REFUNDABLE FEE | | |
| <input type="checkbox"/> Reissue Expired Individual Broker License in Same License Year | \$10.00 | (6502-32) |
| FEE IS NON-REFUNDABLE | | |

Make your check or money order from a U.S. Financial Institution payable to:

STATE OF MICHIGAN - REAL ESTATE

FEES ARE NOT REFUNDED EXCEPT UNDER AUTHORITY P.A. 152 OF 1979, AS AMENDED AND R338.943 AND R338.944.

| | | |
|--|---|-----------------------------|
| Have you ever held a license in any other state(s)? | <input type="checkbox"/> Yes - Please attach a Verification of Good Standing from each state's licensing authority. | <input type="checkbox"/> No |
| Have you ever been convicted of a felony or misdemeanor for which you could have gone to jail? | <input type="checkbox"/> Yes - Do not give details at this time. The Department may contact you at a later date. | <input type="checkbox"/> No |
| Have you ever had disciplinary action taken against any license, registration or permit you now hold or have ever held? (suspension, revocation, denial, etc.) | <input type="checkbox"/> Yes - Provide type of license, name of state, action and dates of action below. | <input type="checkbox"/> No |

If you have never been licensed as a broker or associate broker in Michigan, have you attached proof of 90 hours of approved education and proof of 3 years of full time experience in Real Estate? (Form provided by the Department - see instructions)

Yes No - File your application only if all documents are attached. (First time broker applicants only) Not Applicable

APPLICANT CERTIFICATION

I certify that the statements made in this application are true to the best of my knowledge. Information has not been withheld that might affect the decisions to be made based on this application. I am aware that a false statement or dishonest answer may be grounds for denial of this application or disciplinary action against my license, or may be punishable by law. I authorize the Department and its agents to investigate any statements made in this application, including checking criminal, civil, and administrative records.

| | |
|----------------------------|-------|
| _____ | _____ |
| Applicant's Signature | Date |
| _____ | _____ |
| Employing Broker Signature | Date |

The Department of Consumer & Industry Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.