

REAL ESTATE INDIVIDUAL 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

- 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. Individual 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 prelicensure 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; per 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; per 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.

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 and 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

You may only hold one active Individual Broker's license. Instructions C and G from above NEW APPLICANT instructions apply and must be completed or should be noted.

- A. You must complete the six clock hours of continuing education as a prerequisite to annually renew real estate licenses. Contact the Department if you have questions.
- B. A relicensure applicant whose license has been expired more than three years must take the 90 hours of education and exam again.
- C. A relicensure applicant whose license has been expired less than three years needs a current CE Class.
- D. 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 (BCS/LRE-020).

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

FOR OFFICE USE ONLY	
Approval Date	Approved By

REAL ESTATE INDIVIDUAL BROKER LICENSE APPLICATION

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

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

Your Permanent I.D. Number (if ever held a Michigan Real Estate Salesperson or Individual Broker License)

65-04-

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
Assumed Name (Attach assumed name certificate if you intend to use an assumed name)			
Address From Which You Will Do Business (Number and Street)		City	
State	Zip Code	Business Telephone Number ()	
Have you ever held a Real Estate 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 on a separate sheet of paper. <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 on Side 2) <input type="checkbox"/> Yes <input type="checkbox"/> No - File your application only if all documents are attached. (First time broker applicants only) <input type="checkbox"/> 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 _____

FEE PAYMENT INFORMATION (Check Appropriate Box)

FOR OFFICE USE ONLY - VALIDATION

<input type="checkbox"/>	NEW LICENSE FEES	Total Fee \$128	6504-01=\$98 6504-15=\$15 6504-16=\$15
	INCLUDES \$20 NON-REFUNDABLE FEE		
<input type="checkbox"/>	RELICENSURE FEES	Total Fee \$148	6504-06=\$118 6504-15=\$15 6504-16=\$15
	INCLUDES \$20 NON-REFUNDABLE FEE		
<input type="checkbox"/>	Reissue Expired Individual Broker License in Same License Year	\$10.00	(6504-32)
	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.