

Michigan Department of Consumer & Industry Services
Bureau of Commercial Services
Licensing Division
BOARD OF REAL ESTATE
P.O. Box 30243, Lansing, MI 48909
517-241-1781
www.michigan.gov/commerciallicensing

| OFFICE USE ONLY | |
|------------------|--|
| ID# | 65-01 |
| Date Approved | |
| Approved By | |
| License Returned | <input type="checkbox"/> Yes <input type="checkbox"/> No |

REAL ESTATE SALESPERSON TRANSFER APPLICATION

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

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|---|
| FEE \$10.00 FEE IS NON-REFUNDABLE |
|---|

INSTRUCTIONS AND INFORMATION (Additional Information on back).

- YOUR SALESPERSON LICENSE TRANSFER REQUEST CANNOT BE PROCESSED UNTIL RETURN OF YOUR PREVIOUS WALL LICENSE .**
If wall license is not attached, please write a detailed explanation on side 2 of this transfer application why the license cannot be returned.
- If making an immediate transfer, you **MUST** have the signature of the new employing broker on your pocket card. Retain your signed pocket card until your new employing broker receives the new license.
- If it has been more than two weeks since you terminated employment with your previous broker, you cannot practice until the Department issues a new wall license and pocket card to your new employing broker.
- This form is to be used only by a salesperson who either holds a current salesperson license or has held an active salesperson license at any time during the current licensing cycle. Relicensure applicants must use a salesperson license application (BCS/LRE-006).
- This form **MAY NOT** be used by Associate Brokers who wish to be licensed to a new broker. Associate Brokers must use BCS/LRE-020, Real Estate Associate Broker License Application. Forms may be downloaded from the website www.michigan.gov/commerciallicensing (Forms & Publications).

TYPE OR PRINT CLEARLY IN BLACK INK

APPLICANT INFORMATION

| | | | | |
|---|----------|-------------------------------------|--|---------------|
| Applicant's Name (As you want it to appear on your license) | | | Salesperson I.D. Number 65-01- | |
| Address (Number and Street) | | | City | |
| State | Zip Code | Daytime Telephone Number () | Social Security Number | Date of Birth |

Are you an officer, partner, or member of the new company/broker (if a company) listed below or do you own more than 24% of the stock?

Yes No If Yes, please mark correct box:
 Officer Partner Member Stockholder

Have you ever been convicted of a felony or misdemeanor for which you could have gone to jail?

Yes - Do not give details at this time. The Department may contact you at a later date. No

Ending date of employment with previous employing broker: _____

NEW EMPLOYING BROKER INFORMATION

| | |
|--|---|
| Name of New Employing Broker (as shown on Broker's license) DO <u>NOT</u> USE DBA, Associate Broker or Branch Office. | Broker's License I.D. Number 65-01- |
|--|---|

TRANSFER REQUEST (BOTH MUST SIGN)

We request that the Department issue applicant a real estate salesperson's license. If a license is issued, the broker agrees to exercise careful supervision over the salesperson's real estate activities.

_____ DATE _____ ORIGINAL SIGNATURE OF SALESPERSON APPLICANT _____ ORIGINAL SIGNATURE OF NEW EMPLOYING BROKER

EFFECTIVE DATE OF SALESPERSON TRANSFER: _____

FEE PAYMENT INFORMATION

| | | |
|--|--------------|-----------|
| Transfer of License OR Reissue of License in Same Licensing Year | Fee: \$10.00 | (6501-33) |
|--|--------------|-----------|

FOR OFFICE USE ONLY - VALIDATION

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.

DETAILED EXPLANATION WHY WALL LICENSE IS NOT ATTACHED

****Important Information Regarding Transferring****

Please check your application for accuracy (I.D. Numbers, original signatures, answer all questions). Providing incomplete information will delay the process. Thank you.

A licensed real estate salesperson may initiate a transfer of his or her license from one employing broker to another by submitting a completed Real Estate Salesperson Transfer Application and the required \$10.00 processing fee. The salesperson and the new employing broker must sign the transfer application.,

An approved application will be processed when the previously issued wall license has been returned to the department. If the wall license has not already been returned by the former employing broker or it is not returned by the salesperson with the application, a detailed explanation regarding the reason must be included on the back of the license transfer application.

If the salesperson desires to make an immediate transfer, the signature of the new employing broker and the ending date of employment with the previous broker must be contained on the back of the pocket card. The signed and dated pocket card is retained by the salesperson until the new employing broker receives the new wall license and attached pocket card.

If it has been more than two week since the salesperson's employment was terminated with the previous employing broker, a salesperson cannot practice until the department issues a new wall license (which will have the pocket card attached) to the new broker.

When the new employing broker receives the salesperson's license, the pocket card is detached and given to the salesperson. The new wall license is then displayed in a conspicuous position in the broker's place of business that is obvious to the public.

Applicants will be notified by mail if an application is found to be incomplete or incorrectly submitted. If the original application is returned to the applicant, the new license cannot be processed until the corrected original application is returned.

R 339.22211 (Rule 211) states that upon receipt of the completed application for transfer to a new broker, the proper fee, and the old license, the department shall consider the pocket card proper evidence of licensing for 45 days from the latest date written on the back of the card. If the application is incomplete, or the broker to whom the licensee is transferring is not licensed, then the pocket card shall no longer be valid and the applicant shall wait until the new broker receives the new license and pocket card before engaging in regulated activities. The ability to conduct regulated activities (activities for which a license is required) using the signed and dated pocket card may continue only if a salesperson transfer application is received within 45 days from the date on the pocket card.