

Michigan Department of Energy, Labor & Economic Growth
 Bureau of Commercial Services
 Licensing Division
 REAL ESTATE
 P.O. Box 30243, Lansing, MI 48909
 517-335-6073

INSTRUCTIONS FOR SALE OF OUT-OF-STATE PROPERTY
Application Processing: Please Allow 60-90 Days

Your property/development must be registered in Michigan, and have a Michigan broker affiliated with it, if **ALL** of the following criteria are met.

The property:

- 1) must contain more than 25 lots, parcels, units or interests therein;
- 2) will be marketed specifically to Michigan residents;
- 3) has a commercial or industrial building; shopping center, dwelling unit or apartment, **OR** if vacant land, there is an obligation on the part of the seller or its assignee or agent to construct such a building within two (2) years from date of sale, lease, option, assignment, award by lottery or as a prize.*

*If there is no building on the property, nor a legal obligation to build any structure within two (2) years, the offering may be subject to the Michigan Land Sales Act. Please contact the Bureau of Commercial Services, Licensing Division, PO Box 30018, Lansing, MI 48909, or call 517-335-6073 for information.

To register the property/development, please include all documents outlined below. When the application is complete, submit the application fee of \$500 for each project or development and \$20 for each Michigan broker application. These instructions may also be used as a checklist to ensure the packet is complete.

- Complete in its entirety, the "Questionnaire", form BCS/LRE-735, for each project/development you are registering. Since the information in this form is compared to the project report and other documents to ensure consistency, please do not refer to other documents within the application. The State of Michigan does not recognize "Club" plans or "Point Exchange Plans" as real property; therefore, only individual, physical location project/developments must be registered.
- Prepare a property report, (also known as a Public Offering Statement or Development Property Report), form BCS/LRE-750.
 - a. If the property/development is a condominium or time share, and a property report has been prepared for and accepted by another state, this may be substituted for an original property report. Also include a copy of the order of approval from that state.
 - b. If the property report is an original, specifically formulated for Michigan, please follow the format provided by the Sample in Exhibit 1 (BCS/LRE-750).
- Attach to the cover of the property report, a copy of the Michigan Addendum, form BCS/LRE-751 (Exhibit 2).
- Attach to the front page of the Offer to Purchase the following language, as required by Administrative Rule 339.22513, with emphasis added:

Michigan Real Estate Rule 339.22513 requires that prospective purchasers receive the property report and are provided a reasonable review time **before** they are asked to sign a document which obligates them to buy or expresses an intention to become obligated to buy the property offered. **If the report has not been provided for your review, you are advised to request a copy and take reasonable time to review its contents prior to signing this offer to purchase.**
- Request that the licensed Michigan broker completes and signs the "Application for Permission to Sell Out-Of-State Property" form, BCS/LRE-700 and return it to you.
 - a. Submit with the project/development application packet.
 - b. Review of the registration packet cannot occur without this application and \$20.00 fee.

It is not necessary to return this Instruction Sheet with your application. This is only to provide guidance and assistance in submitting the application packet.