

INSTRUCTIONS FOR SUBMITTING APPLICATION FOR ADVERTISING APPROVAL FOLLOWING REGISTRATION OF A SUBDIVISION

Complete Application for Advertising Approval as follows:

1. Application must be signed by developer or by a person designated by the developer to act as agent. Such designation of agent must be on file with the Department.
2. Signature must be properly notarized by a Notary Public whose term has not expired. Refer to Rule 4(4), R338.3204.
3. Attach only one advertising submission to each application form. An "advertising submission" is defined in Rule 1(b), R338.3201 and Rule 4(1), R338.3204 of the General Rules.
4. Include advertising fee as specified in Rule 6(d), R338.3206.
5. The MI-ID Number must be provided.
6. The name of the subdivision must be provided **as it appears on the current Michigan Property Report**.
7. Provide name of developer. The address which appears in this designated space should be the address where you wish to have the final order of approval or rejection sent. Only **one** copy of the final order will be returned to developer. Make certain developer's address is correct. Exceptions to this procedure will be made only if a request in writing is received from developer.
8. Description of Advertising Materials -- Provide a brief description including identification numbers used internally by your organization to identify the submission. If you do not have such an internal system, consider establishing one. Refer to Rule 111, R338.3311.
9. The developer shall print on each advertising material approved for use, the number assigned by the department to that specific piece of material -- Rule 112(2), R338.3312.
10. Refer to Rule 95, R338.3295 which outlines requirements which must be met by developers who use **group meetings** as part of their promotional plan.

If sufficient and accurate information is supplied, the Department will be able to expedite the review and disposition of advertising submitted for approval.

Visit the website at: www.Michigan.gov/landsales for additional information, forms and a complete version of the law and rules.