

REAL ESTATE INDIVIDUAL BROKER LICENSE APPLICATION INSTRUCTIONS (APPLICANTS WHO HAVE NEVER HELD A MICHIGAN BROKER/ASSOCIATE BROKER LICENSE)

Required forms are available by contacting the Department or can be downloaded from www.michigan.gov/realstate at "Forms and Publications".

- 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 provide proof or request the licensing authority of that state to notify the Michigan Department of Licensing and Regulatory Affairs of the applicant's good standing.
- C. Nonresident applicants must file a "Consent to Service" form, BCS/LCL-900, 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 (9) 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 preclicensure education not more than 36 months before the date of this license application, unless the applicant has held a license as a real estate 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 a Master's Degree in Business Administration (MBA) equates to 60 hours with 3 hours civil rights of the 90 hours required, per Rule 203(3)(b).
- E. All new applicants must submit proof of three (3) 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 A MINIMUM OF 30 DAYS FOR APPLICATION PROCESSING.

NEW/ADDITIONAL AND RELICENSURE INSTRUCTIONS (FOR THOSE PREVIOUSLY QUALIFIED FOR MICHIGAN BROKER/ASSOCIATE BROKER LICENSURE)

You may only hold one active individual broker's license. Instructions B, C and G from above instructions for new applicants apply and must be completed or should be noted.

- A. Relicensure applicants: enter previously issued individual broker I.D. number on application (begins with 6504-).
- B. A relicensure applicant whose license has been expired more than three years has the choice of taking the 90 hours of approved broker education, or sit for the exam again, or provide proof of completion of 6 hours of continuing education for every year the license was expired. (See Section 2504(7) of the Code).
- C. A relicensure applicant whose license has been expired less than three years needs 6 hours of approved continuing education for each year the license was expired. (See Section 2504(5) of the Code).
- 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) naming a principal associate broker.
- E. For relicensure applications, conviction and disciplinary action questions refer to events occurring since last licensed in Michigan.

Michigan Department of Licensing and Regulatory Affairs
 Bureau of Commercial Services - Licensing Division
 REAL ESTATE
 P.O. Box 30243, Lansing, MI 48909
 517-373-7353; Fax 517-373-1044
 www.michigan.gov/realestate

FOR OFFICE USE ONLY

Approval Date

Approved By

License Number

6504-

REAL ESTATE INDIVIDUAL BROKER LICENSE AND RELICENSURE APPLICATION

AUTHORITY: P.A. 299 of 1980, as amended

COMPLETION: Mandatory

PENALTY: Failure to complete may result in denial of your application

**THIS APPLICATION IS FOR THE THIRD YEAR OF THE THREE-YEAR LICENSE CYCLE AND IS VALID UNTIL 7-1-2012. See Fee Below*
 LICENSES EXPIRE 10-31-2012**

Fully complete both sides of application form. Refer to instructions contained on separate page.

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

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

65-04

Applicant's Name (Last, First, Middle)

Social Security Number

Date of Birth

Residence Address (Number and Street)

City

State

ZIP

Telephone Number

E-mail Address

Assumed Name (Attach assumed name certificate issued by County Clerk if you intend to use an assumed name)

Address From Which You Will Do Business (Number and Street)

City

State

MI

ZIP

Home Telephone Number

Business Telephone Number

*FEE PAYMENT INFORMATION (Check Appropriate Box)

FOR OFFICE USE ONLY - VALIDATION

NEW LICENSE **Total Fee \$71.00**
 6504-01 = \$51.00
 6504-15 = \$10.00
 6504-16 = \$10.00
 INCLUDES \$35 NON-REFUNDABLE FEE

RELICENSURE **Total Fee \$91.00**
 6504-06 = \$71.00
 6504-15 = \$10.00
 6504-16 = \$10.00
 INCLUDES \$35 NON-REFUNDABLE FEE

Reissue Lapsed Individual Broker License in
 Same 3-Year License Cycle 6504-32 = \$ 10.00
 FEE IS NONREFUNDABLE

Apply for Reinstatement (after Revocation) 6504-50 = \$ 35.00

Make your check or money order in U.S. Currency payable to:

STATE OF MICHIGAN

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 real estate license in any other state(s)?

List States: _____

Yes - Please attach a Verification of Good Standing from each state's licensing authority. No

Have you ever been convicted of a felony?

Yes - Download the form BCS/LCE-020 "Request for Conviction History of Applicant". The form can be downloaded and completed to accompany this application. See www.michigan.gov/realestate and select "Forms & Publications". The form must be included to avoid delays in processing your application. No

Have you ever been convicted of embezzlement or misappropriation of funds, either felony or misdemeanor?

Yes - Download the form BCS/LCE-020 "Request for Conviction History of Applicant". The form can be downloaded and completed to accompany this application. See www.michigan.gov/realestate and select "Forms & Publications". The form must be included to avoid delays in processing your application. No

NOTE: Although LCE-020 (Request for Conviction History of Applicant) and LCL-0100 (Request For Court Documents Regarding Felony Convictions) only reference felonies, if you have ever been convicted of either a felony or misdemeanor citing embezzlement or misappropriation of funds, use these forms.

Have you ever had disciplinary action taken against any license, registration, certificate or permit you now hold or have ever held? (Includes but is not limited to final orders, suspension, revocation, denial, cease and desist order, etc.)

Yes -Download the form BCS/LCE-021 "Request for Disciplinary Action Information". The form can be downloaded and completed to accompany this application. See www.michigan.gov/realestate and select "Forms & Publications". The form must be included to avoid delays in processing your application. 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? (Experience 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

EXAMINATION INFORMATION

PSI Services, LLC administers the real estate license exams. Applicants may register by following the instructions at www.psiexams.com. Five test centers offer computer based testing throughout the state, Monday through Friday, by appointment only. No walk-in testing.