

## REAL ESTATE ASSOCIATE BROKER LICENSE APPLICATION INSTRUCTIONS

### Applicants who have never held a Michigan Broker License

Required forms are available by contacting the Department or can be downloaded from [www.michigan.gov/reaestate](http://www.michigan.gov/reaestate) under the Forms & Publications Section.

- A. A broker applicant currently licensed as a salesperson 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 a copy from the licensing authority of that state regarding proof of the applicant's good standing.
- C. Nonresident applicants must file a "Consent to Service" form, BCS/LCL-900, with license application.
- D. All new broker applicants must submit proof of 90 clock hours of approved clock 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 precicensure 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; 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; Rule 203(3)(a).
  - (3) Possession of an MBA degree equates to 60 hours of the 90 hours required with 3 hours of civil rights, 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 real estate-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 required) either otherwise licensed or on applicant's own account, use form BCS/LRE-031 and BCS/LRE-032. Specific instructions are provided on the forms 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; THE MORE COMPLETE THE APPLICATION IS WHEN RECEIVED, THE LESS TIME IT TAKES TO PROCESS.
- H. Examination scores are valid for one year from exam date.

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### EXAMINATION INFORMATION

Examination is required unless the applicant has held a broker or associate broker license within the last three calendar years. Registration methods are described below. However, for first time registrations, candidates must mail, fax the registration form or register online, allowing two weeks for processing before attempting to schedule an examination.

- 1. Registering by mail: Complete the Examination Registration Form located at the back of the Candidate Information Bulletin (CIB) that can be found at: [www.psiexams.com](http://www.psiexams.com). Payment can be made by money order or cashiers check.
- 2. Registering by FAX: Complete the Examination Registration Form as described above; FAX the completed form to PSI at 702-932-2666. Payment may be made by credit card ONLY if registering by FAX.

For both mail and FAX registrations, allow 2-3 weeks for processing before scheduling an appointment. Five test centers offer computer-based testing throughout the state, Monday through Friday, by appointment only. To schedule your examination appointment, call 1-800-733-9267, 24 hours a day, 7 days a week or schedule online at [www.psiexams.com](http://www.psiexams.com).

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### INSTRUCTIONS FOR THOSE PREVIOUSLY QUALIFIED FOR MICHIGAN BROKER LICENSURE

- A. To hold more than one associate broker license, you must be a principal (officer, member, manager or general partner) with one of the broker companies. If you are not, you must return your current associate broker wall license.
- B. Relicensure applicants: enter I.D. Number on application only if relicensing to an employing broker to whom you were once licensed.
- C. A relicensure applicant whose license has expired more than three years must either take the 90 hours of education, the exam again, or provide proof of completion of the current 6 hours of continuing education, and 6 hours for every year the license was lapsed.
- D. A relicensure applicant whose license has been expired less than three years needs current continuing education and continuing education for previous years if expired more than one year, but less than three.
- E. 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 and fee.

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

## REAL ESTATE ASSOCIATE BROKER LICENSE APPLICATION

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

<b>New License &amp; Relicensure</b> <b>*SEE FEES BELOW- All Licenses Expire 10-31-2012</b>
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**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**

**ASSOCIATE BROKER LICENSES ARE NOT TRANSFERRABLE - PRINT OR TYPE RESPONSES IN BLACK INK.**

Your Permanent ID Number (Only If Relicensure) <b>65-02-</b>			New Employing Broker's Permanent I.D. Number <b>65-</b>		
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		
New Employing Broker's Name, as Licensed (Corporation, Partnership, Individual or LLC)			Date Passed Broker Exam (if new applicant)		
Broker's Address (Number and Street)			City		
State	ZIP	Business Telephone Number			

- I am a partner, member or manager of the LLC brokerage company listed above. Title Held: \_\_\_\_\_
- I am NOT a partner, member, manager or officer in the above company.
- I am an officer in the corporation listed above. Check office held  President  Vice-President  Secretary  Treasurer

**TO HOLD MORE THAN ONE ASSOCIATE BROKER LICENSE, YOU MUST BE A PRINCIPAL (OFFICER, MEMBER, MANAGER OR GENERAL PARTNER) WITH ONE OF THE BROKER COMPANIES. IF YOU ARE NOT, YOU MUST RETURN YOUR CURRENT ASSOCIATE BROKER WALL LICENSE.**

*FEE PAYMENT INFORMATION (Check Appropriate Box)	FOR OFFICE USE ONLY - VALIDATION
<input type="checkbox"/> <b>NEW LICENSE</b> <b>Total Fee \$71.00</b> 6502-02=\$51.00 6502-15=\$10.00 6502-16=\$10.00 INCLUDES \$35 NON-REFUNDABLE FEE	
<input type="checkbox"/> <b>RELICENSURE</b> <b>Total Fee \$91.00</b> 6502-06=\$71.00 6502-15=\$10.00 6502-16=\$10.00 INCLUDES \$35 NON-REFUNDABLE FEE	
<input type="checkbox"/> Reissue Lapsed Associate Broker License in Same 3-Year License Cycle <b>Total Fee \$10</b> 6502-32=\$10	
<input type="checkbox"/> Reinstatement (after Revocation) <b>Total Fee \$35</b> 6502-50=\$35 FEE IS NON-REFUNDABLE	
Make your check or money order in U.S. Currency payable to: <p style="text-align: center;"><b>STATE OF MICHIGAN</b></p>	
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 license in any other state(s)?  No

Yes - Please attach a Verification of Good Standing from each state's licensing authority.

List States \_\_\_\_\_

Have you ever been convicted of a felony?  No

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](http://www.michigan.gov/realestate) and select Forms & Publications. The form must be included to avoid delays in processing your application.

Have you ever been convicted of embezzlement or misappropriation of funds, either felony or misdemeanor?  No

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](http://www.michigan.gov/realestate) and select Forms & Publications. The form must be included to avoid delays in processing your application.

**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.)  No

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](http://www.michigan.gov/realestate) and select Forms & Publications. The form must be included to avoid delays in processing your application.

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)

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, 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

\_\_\_\_\_  
Employing Broker Signature \_\_\_\_\_  
Date