

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

VERIFICATION OF RELEVANT RELATED EXPERIENCE FOR BROKER APPLICANTS

INSTRUCTIONS

Section 2505(5) of the Michigan Occupational Code requires an applicant for broker licensure to have "the equivalent of 3 years [36 months] of full-time experience in the business of real estate." Experience can be attained in relevant related real estate fields, which give the applicant this business experience. To provide experience information for Department evaluation, applicants must complete form BCS/LRE-032 in a full, concise manner. It is important to use numerical designation (number of units, number of leases, number of years, etc.) instead of dollar amount or cost figures. The entries should be in chronological order, ending with the most current. Additional pages may be used as needed, however, each page submitted must be identified with the applicant name as appears on the broker application.

(BCS/LRE-032 SHOULD NOT BE USED TO LIST EXPERIENCE ATTAINED AS A LICENSED REAL ESTATE SALESPERSON. THAT EXPERIENCE WILL BE VERIFIED BY THE EMPLOYING BROKER ON FORM BCS/LRE-011.)

Experience as a loan or trust officer of a bank, mortgage company or title company should be submitted on a letter from each employer verifying position held, level of responsibility, inclusive dates, etc. Do not use BCS/LRE-032 to verify this type of experience. Attorneys complete BCS/LRE-034 (Instructions are contained on BCS/LRE-033).

EXPLANATION OF COLUMNS

COLUMN 1: Beginning and ending dates for each particular transaction.

COLUMN 2: Location: Street address and city.
Size: Type of unit (e.g., single-family dwelling, condominium, duplex, apartment/number of units, commercial building/number of units, etc.).

COLUMN 3: Type of transaction: Purchased, sold property, rental, business; for yourself, or personal property managed, etc. See reverse side of this form for additional information needed for specific transactions type (builder, property manager, etc.).

COLUMN 4: Give a complete description statement of APPLICANT'S duties and responsibilities with the approximate percentage of time spent in each duty per week; include description of degree of responsibility.

Sign the statement below and submit with the completed BCS/LRE-032 forms.

I hereby certify that the statements on this application are true and correct. I have not withheld information, which might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action on my license or may be punishable by law. I hereby authorize the Michigan Department of Licensing and Regulatory Affairs and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records.

Signature of Applicant

Date

INSTRUCTIONS CONCERNING RELEVANT RELATED EXPERIENCE TOWARD REAL ESTATE BROKER LICENSE REQUIREMENTS

Provide explanation or answers to the following questions regarding specific personal involvement in real estate transactions detailed on form BCS/LRE-032. PROVIDE ALL INFORMATION CONCERNING EACH STRUCTURE/UNIT BEFORE LISTING INFORMATION FOR SUBSEQUENT STRUCTURE/UNITS.

BUILDER

1. Did you build a new home, commercial or industrial project? Do not list any renovating, conversion, maintenance or alteration jobs.
2. Was the structure a "new build" job; on your land or your client's land?
3. Did you have principal responsibility for obtaining the job, construction of it, and subsequent closing of the deal?
4. Were you the salesperson for the licensed builder, architect or engineer? If so, do not list this experience. Experience which provides the level of responsibility for residential builders must be as a licensed residential builder, or qualifying officer of a company.
5. Were you a subcontractor on a larger construction project? If so, do not list this experience.
6. Was the structure sold with or without the aid of a licensed broker?
7. Were you an employee of the builder performing services for the builder, eg., obtaining work projects, seeking finance, assisting in plans for the building, selections of colors, types of cabinets and carpets, etc? If so, do not list this experience.

PROPERTY MANAGER

1. Do you own the land and building being managed?
2. Are you being paid a fee or other valuable consideration to manage land and/or buildings for the owner? If this was experience gained while a licensed real estate salesperson, use form BCS/LRE-011.
3. What is your title? (e.g., owner, property manager, controller, resident manager, etc.)
4. What percentage of your time is spent in the following?
 - a. Leasing: Do you sign the leases? How many leases were signed for each unit for the time period shown on the left of the form?
 - b. Managing: Who keeps the financial records and accounts? Who shows the units to potential lessees?
 - c. Marketing: Who secures tenants, evaluated credentials of tenants, and marketing of space?
 - d. Maintaining the investment: Who provides the upkeep and maintenance, or the supervision of it?

LAND DEVELOPER

1. Did you own the land or develop it for others?
2. How large is the acreage and how many units was it divided into?
3. Did you sell only the lots? What improvements were provided and included in the sale of the lots?

