

Explanation of iCOLA services

iCola – Our New Online Licensing Service

Use the link: www.michigan.gov/iCola to access DELEG's online application site. There you will be able to apply for new salesperson licensing, update addresses, process real estate salesperson transfer applications and more! Electronic renewals are scheduled to activate at this site in early September 2009.

Brokers: If you have not previously activated your iCola account, please access the site now and set up your permanent USER ID and PASSWORD. If you no longer have the iCola USER ID and PASSWORD that was mailed to you, log into iCola to request new ones. Use: www.michigan.gov/iCOLAnewaccount
Please allow 3-5 business days for mailing. Retain your USER ID and PASSWORD in a confidential and safe location so that you can refer to them as needed. This will be VERY HELPFUL to renew your license quickly and to ensure that all your licensees receive their renewed licenses.

All licensees: It is your responsibility to maintain a current address on file with the Department by notifying DELEG of any address change. The Department will mail paper license renewal applications to ALL licensees. These applications will be mailed to the last known address DELEG has on file. The US Post Office does not forward these applications. Failure to receive a notice does not excuse you from keeping your license current if you intend to continue to practice real estate in Michigan. Access your iCola account and view your information. If it needs updating, this can be accomplished by:

1. using the iCola site and perform it electronically at www.michigan.gov/iCOLAlogin
2. e-mailing your address change to bcslic@michigan.gov, or
3. faxing the information to 517-373-1044

New Salesperson License Applicants – important information about license fees:

The iCola application fee is for an application intended to result in a license issued for the full three years of the standard 3-year real estate license cycle. The current cycle expires 10-31-2009. New licenses being issued expire 10-31-2012.