



Michigan Professional Licensure User System

(MiPLUS)

# **How to Apply for an Individual Broker License in MiPLUS**

August 2020

## Apply for an Individual Broker License in MiPLUS

Proceed to the MiPLUS website at: [www.michigan.gov/miplus](http://www.michigan.gov/miplus). Please use the username/email, and password you created.

**Home** Licenses Enforcement

Advanced Search

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer    I've forgotten my password    New Users: Register for an Account

### Please Login

Many online services offered by MiPLUS require login for security reasons. If you are an existing user, please enter your user name and password in the box above.

### New Users

If you are a new user, you may register for a MiPLUS account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, paying fees, checking on the status of pending activities, and more.

### What would you like to do today?

To get started, select one of the services listed below:

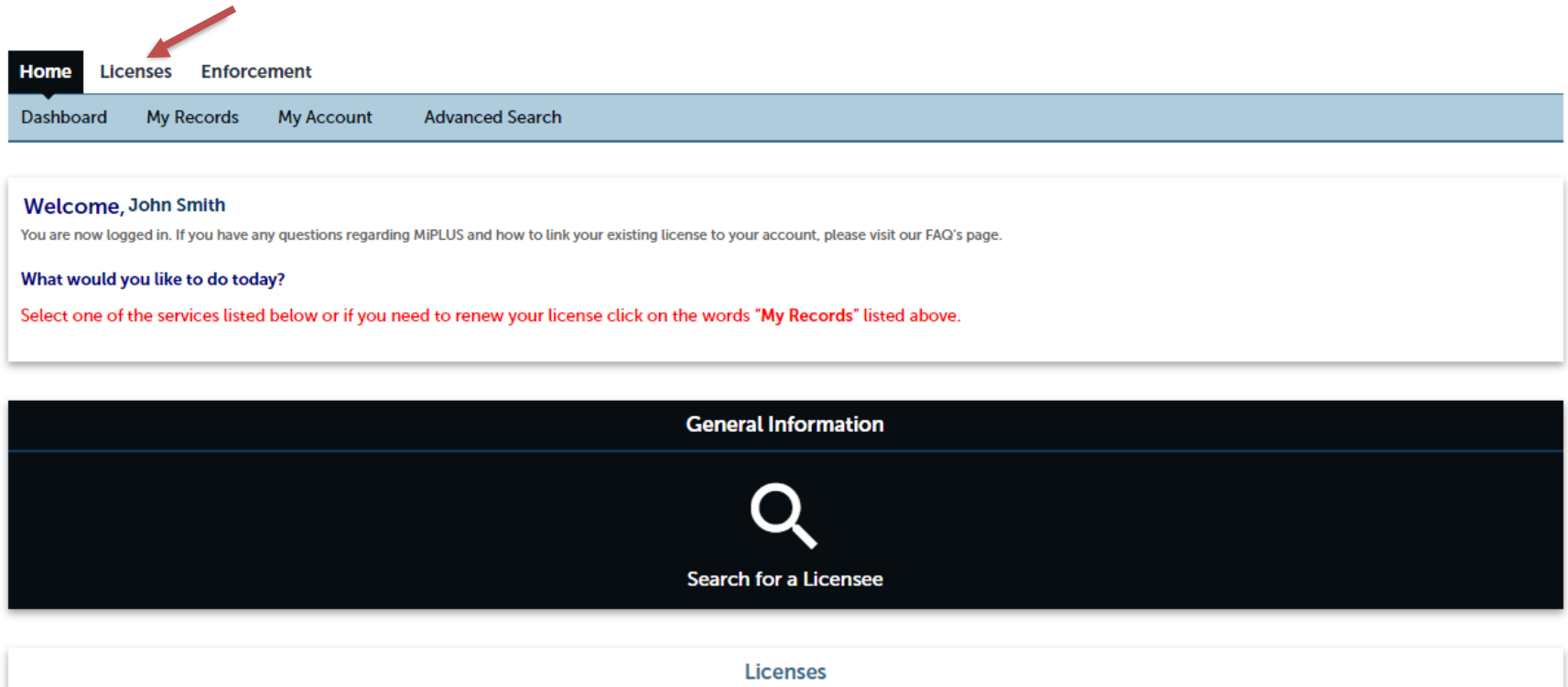
General Information



Search for a Licensee

## Apply for an Individual Broker License in MiPLUS

Above the welcome message, select the **Licenses** tab.



The screenshot shows the MiPLUS dashboard interface. At the top, there is a navigation bar with three tabs: 'Home', 'Licenses', and 'Enforcement'. The 'Licenses' tab is highlighted with a red arrow pointing to it. Below this bar, there is a secondary navigation bar with four links: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area is divided into two sections. The first section is a white box containing a welcome message for 'John Smith', a login confirmation, and a prompt to select a service or renew a license. The second section is a dark blue box titled 'General Information' which contains a large magnifying glass icon and the text 'Search for a Licensee'. At the bottom of the page, there is a light blue bar with the word 'Licenses' centered.

**Home** Licenses Enforcement

Dashboard My Records My Account Advanced Search


**Welcome, John Smith**

You are now logged in. If you have any questions regarding MiPLUS and how to link your existing license to your account, please visit our FAQ's page.

**What would you like to do today?**

Select one of the services listed below or if you need to renew your license click on the words **"My Records"** listed above.

**General Information**




Search for a Licensee

Licenses

## Apply for an Individual Broker License in MiPLUS

Select **Apply for a License or Submit a Request**.

Home **Licenses** Enforcement

 **Apply for a License or Submit a Request (Certified License Verification)**

### Records

Showing 0-0 of 0

Action	Record Number	Record Type	Status	Expiration Date	Name
No records found.					

## Apply for an Individual Broker License in MiPLUS

Read the **General Disclaimer**, then check the box next to "I have read and accepted the above terms." Select **Continue Application**.

### Online License Application

Welcome to MiPLUS. Using this system you can submit and update information, pay fees, track the status of your day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before

#### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

All trademarks, service marks and copyrighted information contained in or

☒ I have read and accepted the above terms.

**Continue Application »**



## Apply for an Individual Broker License in MiPLUS

Select **Real Estate** and then click **Real Estate Broker Individual Application** from the list of License or Request Types. Select **Continue Application**.

- ▶ Massage Therapy
- ▶ Medicine
- ▶ Midwifery
- ▶ Nursing
- ▶ Nursing Home Administrator
- ▶ Optometry
- ▶ Osteopathic Medicine & Surgery
- ▶ Pharmacy
- ▶ Physician's Assistant
- ▶ Podiatric Medicine & Surgery
- ▶ Professional Engineers
- ▶ Professional Surveyor
- ▶ Program Review
- ▶ Psychology
- ▼ **Real Estate**
  - ☐ Real Estate Broker Company Application
  - ☒ **Real Estate Broker Individual Application**
  - ☐ Real Estate Non Principal Associate Broker Application
  - ☐ Real Estate Principal Associate Broker Application
  - ☐ Real Estate Salesperson Application
- ▶ Sanitarian
- ▶ Speech - Language Pathologist
- ▶ Temporary Military Spouse
- ▶ Veterinary Medicine

**Continue Application »**



## Apply for an Individual Broker License in MiPLUS

Click **Select from Account** to add your contact information to your license application record. Individual Broker records must contain the physical address where business will be conducted. This may be the same as your home mailing address (not a P.O. Box).

### Step 1: Contact Information > Applicant Information

You must download the [SOCIAL SECURITY NUMBER EXPLANATION FORM](#), complete it, and upload it as a supporting documentation attachment to your application if you have a social security number and did not provide the number during registration, OR if you are exempt under law from obtaining or disclosing your social security number.

Non-Michigan residents must submit a Consent to Service of Process form. This form may be found under License Applications & Forms at [www.michigan.gov/realestate](http://www.michigan.gov/realestate). If a Consent to Service of Process is required of you, please complete the form and upload it as an attachment on the Supporting Documentation page of this application.

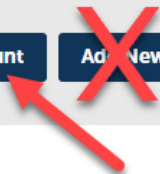
\* indicates a required field.

### Entity Information - Individual

You must select the "Select from Account" option and enter your Individual contact. Do not click the "Add New" option. The Individual contact entered must contain the physical address of your establishment to be licensed. When confirming your Contact Information, select "Add Contact Address" and enter a Physical type address.

Select from Account

Add New



## Apply for an Individual Broker License in MiPLUS

You will see your ontact mailing address from your previously created account. Select **Continue**.

### Select Contact from Account

John Smith  
Applicant

Select contact addresses for this contact to attach to the record.  
Required contact address type(s): Mailing

Showing 1-1 of 1

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		123 Main Street

**Continue**

Discard Changes





## Apply for an Individual Broker License in MiPLUS

Select **Add Contact Address** to add your physical business address.

### Entity Information - Individual

**You must select the "Select from Account" option** and enter your Individual contact. Do not click the "Add New" option. The Individual contact entered must contain the physical address of your establishment to be licensed. When confirming your Contact Information, select "**Add Contact Address**" and enter a Physical type address.

✓ Contact added successfully.

**John Smith**

allekat21@hotmail.com

Primary Phone: 5175551212, Extension:

Secondary Phone: , Extension:

Birth Date: 10/30/1980

Edit Remove

▼ Contact Addresses

**Add Contact Address**

To edit a contact address, click the address link.

Showing 1-1 of 1


Address Type	Address	Action	Primary	Start Date	End Date
Mailing	123 Main Street	Actions ▼	No	07/01/2020	

## Apply for an Individual Broker License in MiPLUS

Click the down arrow under **Address Type** to select **Physical**. Enter the street address, city, state and zip code. Select **Save and Close**.

---

### Contact Address Information


\* Address Type:   
Physical

\* Country/Region:  
United States

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:  \* State/Province:  --Select-- \* ZIP Code:

**Save and Close** **Save and Add Another** **Clear** Discard Changes

## Apply for an Individual Broker License in MiPLUS

You have now added your physical business address.

Use the drop-down list to select the **County** applicable to your physical location of business.

Select **Continue Application**.

Entity Information - Individual

**You must select the "Select from Account" option** and enter your Individual contact. Do not click the "Add New" option. The Individual contact entered must contain the physical address of your establishment to be licensed. When confirming your Contact Information, select "Add Contact Address" and enter a Physical type address.

**John Smith**  
 aliekat21@hotmail.com  
 Primary Phone: 5175551212, Extension:  
 Secondary Phone: , Extension:  
 Birth Date: 10/30/1980

Edit Remove

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

✔ Contact address added successfully.

Showing 1-2 of 2

Address Type	Address	Action	Primary	Start Date	End Date
Mailing	123 Main Street	Actions ▼	No	07/01/2020	
Physical	123 Main St	Actions ▼	No		

County

County

\* If you are an Individual, select the County applicable to your license address; If you are a Business, select the County applicable to the PHYSICAL location of your business:

--Select-- ▼

Save and resume later

Continue Application »

## Apply for an Individual Broker License in MiPLUS

If you have an assumed name, select **Add a Row** to add the assumed name to your application record. If you do NOT have an assumed name, click **Continue Application** and go to page 15.

### Step 1: Contact Information > Assumed Names

Add all Assumed Names pertaining to this license below. Each Assumed Name will be added to a separate row by selecting the Add a Row button and entering the Assumed Name in the field that displays. You may enter up to ten rows at a time by selecting the down arrow icon beside the Add a Row button, then selecting the option that meets your need. As many rows as needed to enter all Assumed Names can be added here.

\* indicates a required field.

### Assumed Names

*Assumed Names*

Showing 0-0 of 0

Assumed Name
No records found

◀ ▶

**Add a Row** ▼ **Edit Selected** **Delete Selected**

Save and resume later

Continue Application »



# BUREAU OF PROFESSIONAL LICENSING

## Apply for an Individual Broker License in MiPLUS

Enter your assumed name in the box titled **Assumed Name**. Click **Submit**.



### *Assumed Names*

\* Assumed Name:

**Submit**

Cancel

## Apply for an Individual Broker License in MiPLUS

Your assumed name has been added to your application. Click **Continue Application**.

**Assumed Names**


*Assumed Names*

Showing 1-1 of 1

<input type="checkbox"/>	<b>Assumed Name</b>	
<input type="checkbox"/>	Smith Real Estate	Actions ▾

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

Save and resume later

 [Continue Application »](#)

## Apply for an Individual Broker License in MiPLUS

Step 2: Application Information > Application Information

\* indicates a required field.

**Good Moral Character:**  
Read the Good Moral Character statement and select appropriate answer.

**Embezzlement Question:**  
Read the Embezzlement question and select appropriate answer.

**Armed Forces Fee Waiver:** If requesting a fee waiver as an individual who served in the armed forces, check the box under **Armed Forces Fee Waiver**.

Select **Continue Application**.

### Good Moral Character

#### Good Moral Character

\* I have the ability and will serve the public in a fair, honest and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license:

☐ Yes ☐ No

#### Convicted of Embezzlement

\* Have you ever been convicted of embezzlement or misappropriation of funds:

☐ Yes ☐ No

### Armed Forces Fee Waiver

#### Armed Forces Fee Waiver

If requesting a fee waiver as an individual who served in the armed forces you will need to attach a form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service. If you have this form and wish to use the fee waiver, please select this box:

☐

Save and resume later

Continue Application »

## Apply for an Individual Broker License in MiPLUS

**Obtained By Method:** Field will auto-populate based on current or previous license status.

**Real Estate Exam:** If you are a NEW applicant and have passed the MI Real Estate Associate Broker examination within the proceeding 12 months, check the appropriate box.

**Education Information:** New Applicants must have completed the required 90 hours of approved prelicensure education or its equivalent.

### Obtained By

#### Obtained By Method

If nothing in the section below appears, disregard this section and move to the next.

Existing Broker Status:

New

### Examination

#### REAL ESTATE EXAM

If nothing in the section below appears, disregard this section and move to the next.

I have passed the required examination within the proceeding 12 months:



### Education Information

#### Education

If nothing in the section below appears, disregard this section and move to the next.

I have completed 90 hours of approved prelicensure education: \*





## Apply for an Individual Broker License in MiPLUS

**Verification of Experience:** If you have **NOT** previously held a license as an Associate Broker, select **Add a Row** to enter work experience information. To enter multiple rows click the down arrow next to Add a Row. Add a separate row for each year of experience. (Example on next page).

Once all information is entered, select **Continue Application**.

### Verification of Experience

#### REAL ESTATE EXPERIENCE

If you are a new/first time Broker Applicant, indicate your experience below, pursuant to MCL 339.2505(7) and R 339.22217, by using the Add a Row button. If you have already obtained a Broker license, you do not need to populate this information.

Showing 0-0 of 0

Type of Experience	Worked from	Worked to	Number of periods worked equivalent to 40 hours per week, 48 weeks per year	Enter the Number of Real Estate Transactions/Units During this Time Period
No records found.				

Add a Row
Edit Selected
Delete Selected

Save and resume later



Continue Application »

## Apply for an Individual Broker License in MiPLUS

Click the down arrow to select the relevant **Type of Experience**. Enter the years in which experience was gained using the fields **Worked from:** and **Worked to:** Enter the additional required information as appropriate to the type of experience used.

×

**REAL ESTATE EXPERIENCE**

If you are a new/first time Broker Applicant, indicate your experience below, pursuant to MCL 339.2505(7) and R 339.22217, by using the Add a Row button. If you have already obtained a Broker License, you do not need to populate this information.

\*Type of Experience:

--Select--

Worked from:

Worked to:

Number of periods worked equivalent to 40 hours per week, 48 weeks per year:

Enter the Number of Real Estate Transactions/Units During this Time Period:

Submit

Cancel

## Apply for an Individual Broker License in MiPLUS

Select **Add** to upload documentation to support your application such as:

**Consent to Service of Process** (required for non-Michigan residents)

**Social Security Affidavit** (required for applicants that do not have a U.S. Social Security Number) **DD214 or DD215** (required for applicants requesting the Armed Forces Fee Waiver)

If you don't have supporting documentation to upload, select **Continue Application** and go to page 25.

**Attachment**

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

## Apply for an Individual Broker License in MiPLUS

Select **Add** in the **File Upload** box.

### File Upload

The maximum file size allowed is 150 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht;  
mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed  
file types to upload.

Continue

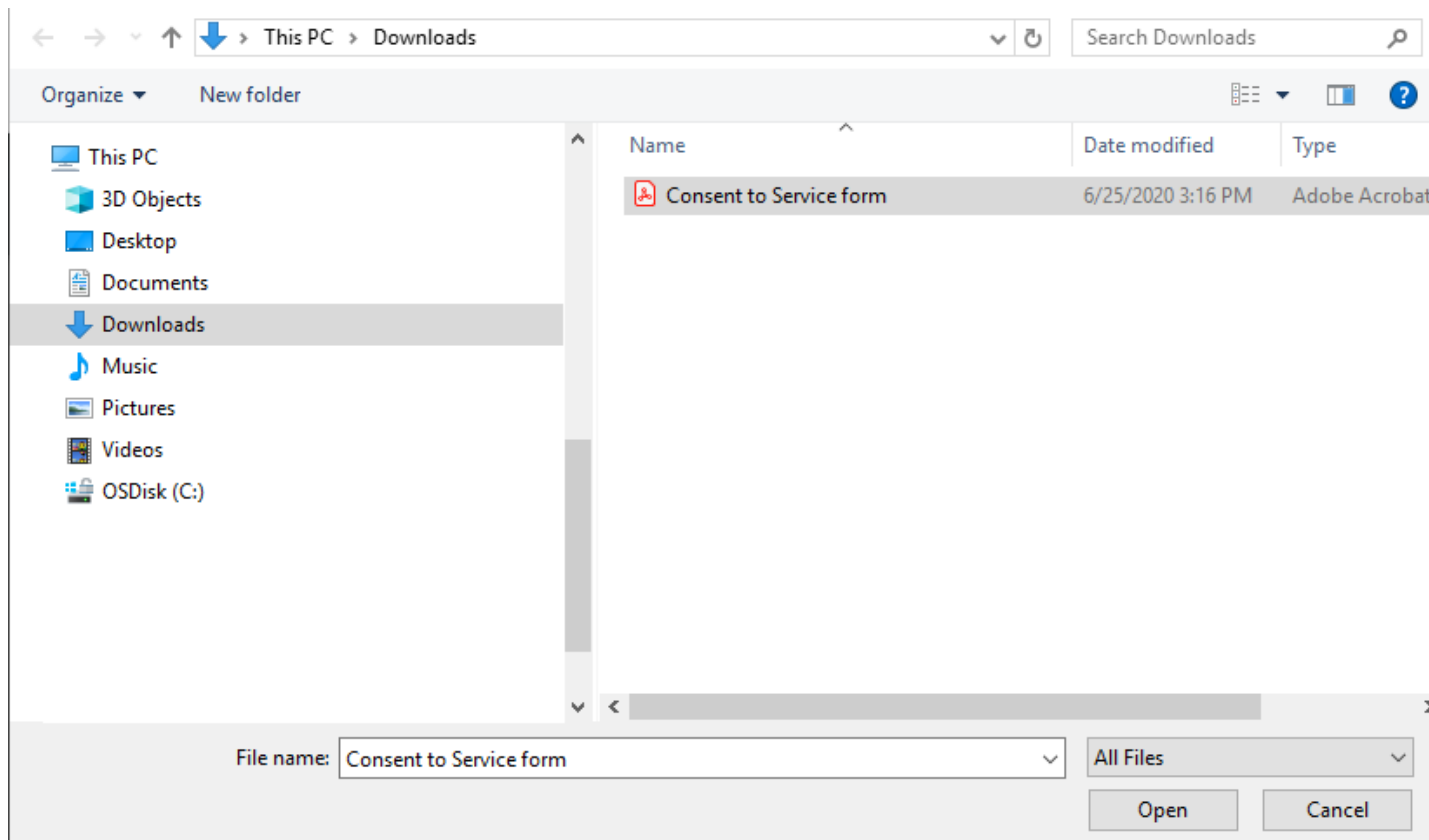
Add

Remove All

Cancel

## Apply for an Individual Broker License in MiPLUS

Navigate to your document(s) where saved on your personal device. **PLEASE NOTE:** Example below may be different from your computer or electronic device.



## Apply for an Individual Broker License in MiPLUS

After adding the supporting document(s), click **Continue** to complete the file upload.

### File Upload ×

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Consent to Service form.pdf

100%

**Continue**

**Add**

**Remove All**

Cancel

## Apply for an Individual Broker License in MiPLUS

Click the drop-down list to select the **Type** of document attached, enter a **Description** as applicable and click **Save**.

### Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type:

Consent to Service of Process

File:

Consent to Service form.pdf

100%

Description:

spell check

Save

Add

Remove All

Save and resume later

Continue Application »

## Apply for an Individual Broker License in MiPLUS

After you have successfully added your supporting documentation. Select **Continue Application**.

### Attachment

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Prelicensure Certificate

Name	Type	Size	Latest Update	Action
Certificate of Completion.pdf	Prelicensure Certificate	1.44 MB	08/14/2020	Actions ▼

Add

Save and resume later



Continue Application »



## Apply for an Individual Broker License in MiPLUS

Review your application information. Read the certification statement, then check the box next to **"By checking this box, I agree to the above certification."** Select **Continue Application**.

### Education Information

Education

Edit

I have completed 90 hours of approved prelicensure education: Yes

### Verification of Experience

REAL ESTATE EXPERIENCE

Edit

No Custom Lists data for the sub group above.

### Attachments

Edit

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.


Name	Type	Size	Latest Update	Action
Consent to Service form.pdf	Consent to Service of Process	1.44 MB	08/14/2020	Actions ▼

I certify that the statements in this document are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree the Department is required by law to obtain my social security number pursuant to MCL 338.3434a.

☒ By checking this box, I agree to the above certification.

Date: 08/14/2020

Save and resume later

 Continue Application »

## Apply for an Individual Broker License in MiPLUS

Review the fee payment information. Additional **Requirements** for licensure will also be listed on this page. Select **Continue Application**.

### ***Step 5 : Pay Fees***

Listed below are the license fees based upon the information you've entered.

The application processing fee is a one-time fee for each license type you have applied for. A license fee will be assessed for each year your license will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. For eligible professionals the quantity listed for the controlled substance and/or drug control license fee may differ from your primary license, however both the primary and controlled substance and/or drug control licenses will be renewed for the same length of time.

#### **License-Related Fees**

Fees	Qty.	Amount
Real Estate Broker Individual Application Fee	1	\$35.00
Real Estate Broker Individual Per Year License Fee	3	\$108.00

**TOTAL FEES: \$143.00**

Note: Click Continue Application to proceed to our payment processor.

**Continue Application »**



## Apply for an Individual Broker License in MiPLUS

Application fees may be paid using a **credit/debit card** with the **VISA, MasterCard or DISCOVER** symbol. Click **Next** to proceed to payment.

### MI Professional Licensing

Welcome to the CEPAS Credit Card Processing Payment Module for MI Professional Licensing.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.




Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.

\* Indicates required field

**Choose method of payment**

☒ Pay by credit card


  

## Apply for an Individual Broker License in MiPLUS

Enter the **Billing Address** information and **Payment Method** information as required. Click **Next**.


\* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	Select State <input type="button" value="v"/>
*Zip:	<input type="text"/>
*Country:	UNITED STATES <input type="button" value="v"/>
*Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 88.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="button" value="v"/> * Year <input type="button" value="v"/>
*Card Verification Value(CVV2):	<input type="text"/> <a href="#">What's This?</a>
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	



## Apply for an Individual Broker License in MiPLUS

Review the the payment information entered and then click **Pay Now**.

Address	
<b>Billing Address:</b> John Smith 123 Main St Lansing, MI 85284 (517) 555-1212 johnsmith48917@gmail.com	 Processing Request, please wait...
Payment Method	
Credit Card 	
John Smith x1111 02/21	
Payment Amount	
<b>Amount:</b> 143.00 USD	
<b>Total:</b> 143.00 USD	
<div>Back Pay Now Exit</div> 	

## Apply for an Individual Broker License in MiPLUS

You will now see confirmation that your application was submitted successfully. After your application is reviewed and approved, you will be notified by email if additional information is required.

### Real Estate Broker Individual Application

1	2 Application Information	3 Supporting Documentation	4 Review
---	---------------------------	----------------------------	----------

### *Step 6: Record Submitted*



Your record has been successfully submitted.

Thank you for using MiPLUS.

**Your record number for this transaction is: 6504600024APP20.**

You will need this number to check the status of your application.

[Print/View Receipt](#)

To review information submitted on this record, click View Record Details below.

[View Record Details »](#)