

## Bureau of Professional Licensing Real Estate FAQs

### 1. Can I use a P.O. Box for my address?

Salespersons and Associate Brokers can have a PO Box. Broker Company, Individual Brokers and Branch offices must have a physical address in Michigan.

### 2. Can I have an out of state address?

Salesperson and Associate Broker can have out-of-state addresses but they must complete and send in a Consent to Service of Process form. Form can be obtained at [www.michigan.gov/realestate](http://www.michigan.gov/realestate) under the Licensing Applications and Forms section. Broker Company, Individual Brokers and Branch offices must have a physical address in Michigan.

### 3. How do I transfer my salesperson license to a new employing broker?

You may either go to the iCola website to initiate the transfer and pay the \$10.00 fee, once you have paid the fee contact your employing broker to have them go into their iCola account to approve you a salesperson for their company. You may also submit the Real Estate Salesperson Transfer application by mail with a check or money order. You can obtain the form at [www.michigan.gov/realestate](http://www.michigan.gov/realestate) under the Licensing Applications and Forms section.

### 4. How do I obtain a certification or letter of good standing?

You will need to complete and mail in a Detailed License Verification Request form which can be obtained from the website at [www.michigan.gov/realestate](http://www.michigan.gov/realestate) under the Licensing Applications and Forms section. The fee is \$15.00 made by check or money order. There is no expedited service.

### 5. Can I make a name change on-line?

No, name changes must be made in writing. Salesperson, associate brokers, individual brokers and broker companies must submit the Request for Name and/or Address Update forms. These forms can be obtained at [www.michigan.gov/realestate](http://www.michigan.gov/realestate) under the Licensing Applications and Forms section.

### 6. Can I hold more than one associate broker license?

You can hold one non-principal associate broker license and multiple principal associate broker licenses.

**7. How long is my prelicensure education, exam and application good for?**

Prelicensure is valid for 36 months from the date of completion of the course.

Exam is valid for one year from the date of passing.

Application is valid for one year from the date of receipt.

**8. Are there any convictions that will keep me from getting a real estate license?**

Article 25 requires an applicant to have good moral character in order to obtain a real estate license. Convictions are reviewed on a case by case basis, however MCL 339.2505 states “The department shall not issue a real estate broker’s license to a new applicant who has been convicted of embezzlement or misappropriation of funds.” If you are denied a license you have the right to appeal the decision to the Board.

**9. I need to send a license back to the State for an employee who no longer works for our company. Is there a form to complete and where do I send it?**

There is not a form to complete. Employers may send the license back and write on the license “No longer employed” or attach a written statement to that fact. Mail to State of Michigan, Real Estate Licensing, PO Box 30670, Lansing MI 48909.

**10. Can I place my license in escrow?**

Michigan does not offer an “escrow” option for real estate licensees. If you have an Active status license you may have your employer return you license to the State and it will be placed in a “No Employer” status until the expiration date of the license.

Some refer to escrow as placing their license with a holding company, if this is the case, Salespersons and nonprincipal broker’s can submit a transfer application. The Transfer Application can be found online at [www.michigan.gov/realestate](http://www.michigan.gov/realestate) under the Licensing Applications and Forms section.

**11. I am a licensed Real Estate Salesperson/Broker in another state. Does Michigan offer reciprocity?**

No. Michigan does not offer reciprocity with any other state.

**12. Can I hold a salesperson license and a broker license at the same time?**

A salesperson shall not be licensed as a broker or associate broker while he or she holds a salesperson license.

**13. Can a salesperson work for more than one (1) broker at a time?**

A Salesperson shall be licensed to a broker and shall not be licensed to more than 1 broker at the same time.

**14. Can I pay a commission to an out of state broker?**

A licensed real estate broker may pay a commission to a licensed real estate broker of another state if the nonresident real estate broker does not conduct in this state a negotiation for which a commission is paid.

**15. My license lapsed, what do I need to do in order to obtain my license again?**

Whether you are a broker or salesperson if the license has been lapsed for **less than 3 years**, you must complete 6 clock hours of continuing education for each year and partial year the license was lapsed.

If the license has been lapsed for **3 or more continuous years**, applicant must provide proof of successful completion of **1 of the following**:

- Six clock hours of continuing education for each of the years and partial year the license was lapsed.
- Repeat the precensure courses (40 hours for a salesperson or 90 hours for a broker).
- Pass the examination required for licensure.

Precensure education certificates are valid for 1 year when used for relicensure.

**16. My license was revoked by the Board, when can I apply for relicensure?**

A person whose license has been revoked shall not apply for a new license for at least 3 years after the service of the final order.

**17. What is property management?**

Article 25 of the Occupational Code, Act 299 of 1980, includes the following definitions: "Property management" means the leasing or renting, or the offering to lease or rent, of real property of others for a fee, commission, compensation, or other valuable consideration pursuant to a property management employment contract. "Property management employment contract" means the written agreement entered into between a real estate broker and client concerning the real estate broker's employment as a property manager for the client; setting forth the real estate broker's duties, responsibilities, and activities as a property manager; and setting forth the handling, management, safekeeping, investment, disbursement, and use of property management money, funds, and accounts.

**18. What is the criterion for continuing education courses for real estate salespersons and brokers?**

The real estate law changed on January 1, 2015 to no longer require continuing education (CE) courses to be preapproved or reported to the Department as a condition of renewal. Within each 3-year cycle, a licensee must still complete at least 18 clock hours of CE courses that involve any subjects that are relevant to the management, operation, and practice of real estate or any other subject that contributes to the professional competence of a licensee, and at least 2 of those hours of CE must be completed in each license cycle year that involve law, rules, and court cases regarding real estate. A licensee must retain evidence acceptable to the Department that demonstrates he or she has met the CE requirements for at least 4 years after the date of that certification, and must produce that evidence at the request of the Department.

It is the licensee's responsibility for documenting the evidence to support the fulfillment of Continuing Education requirements; the Department does not maintain a record of this information. The Department is working with the Michigan Realtors (MR) to provide all Michigan licensed real estate salespersons or brokers with access to the CE Marketplace to electronically track continuing education hours. Please note, there is no cost to licensees to utilize CE Marketplace. Licensees may set up an account at [www.cemarketplace.net](http://www.cemarketplace.net) using their Michigan real estate license number (Permanent ID No.). The site will provide a breakdown of continuing education reported to LARA (from 11/1/2012-12/31/2014), courses certified through CE Marketplace, along with third party continuing education not certified through CE Marketplace.