



BUREAU OF PROFESSIONAL LICENSING

Michigan Professional Licensure User System

(MiPLUS)

**How to Apply for a
Broker Company License
in MiPLUS**

August 2020

Apply for a Broker Company License in MiPLUS

Proceed to the MiPLUS website at: 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:

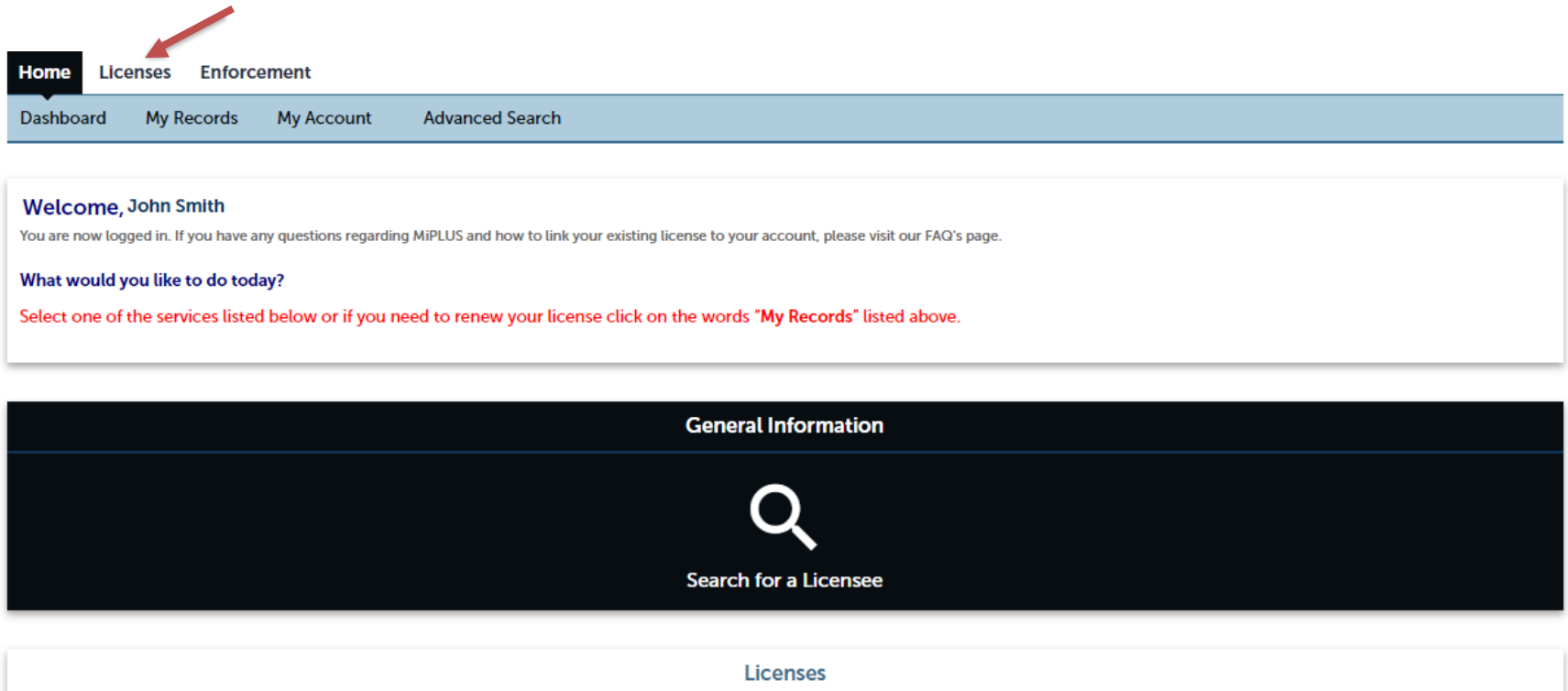
General Information



Search for a Licensee

Apply for a Broker Company License in MiPLUS Pt 2

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



The screenshot displays the MiPLUS user interface. At the top, there is a navigation menu with three tabs: **Home**, **Licenses**, and **Enforcement**. A red arrow points to the **Licenses** tab. Below the navigation menu is a secondary menu with four items: **Dashboard**, **My Records**, **My Account**, and **Advanced Search**. Below the navigation menu is a white box containing a welcome message for John Smith, followed by a question "What would you like to do today?" and a red instruction to click on "My Records". Below the white box is a dark blue section titled "General Information" with a search icon and the text "Search for a Licensee". At the bottom of the page, there is a white box with the word "Licenses" centered.

Apply for a Broker Company License in MiPLUS Pt 3

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 a Broker Company License in MiPLUS Pt 4

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 a Broker Company License in MiPLUS Pt 5

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

- ▶ 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 a Broker Company License in MiPLUS Pt 6

Click **Add New** to enter the business entity information to your license application record. Broker Company records must contain the physical address where business will be conducted.

Real Estate Broker Company Application

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 1: Contact Information > Contact Information

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. 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 - Organization

You must select the "Add New" option and enter your Entity Information - Organization contact. Do not click the "**Select from Account**". The Entity Information - Organization entered must contain a physical and mailing address of your establishment to be licensed.

Select from Account

Add New



Apply for a Broker Company License in MiPLUS Pt 7

Enter the **Name of Business** and **Primary Phone Number**. Click **Add Contact Address**.

Contact Information

* Name of Business:

Great Real Estate Co

FEIN:

* Primary Phone:

5175551212

Primary Extension:

Secondary Phone:

Secondary Extension:

E-mail:

Preferred Channel:

--Select--

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Physical

Showing 0-0 of 0

Address Type	Address	Action	Primary	Start Date	End Date
No records found.					

Continue

Clear

Discard Changes

Apply for a Broker Company License in MiPLUS Pt 8

You must provide the Mailing AND Physical address of the business entity. Use the down arrow to select **Mailing** address. Enter the mailing address for the business entity. Click **Save and Add Another** to enter the **Physical** address of the business entity. Click **Save and Close**.

Contact Address Information

* Address Type: Mailing

* 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

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 a Broker Company License in MiPLUS Pt 9

After you add the Mailing and Physical addresses, click **Continue**.

Contact Information x

FEIN:

*Primary Phone:

Primary Extension:

Secondary Phone:

Secondary Extension:

E-mail:

Preferred Channel:

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Physical

✔ Contact address added successfully.

Showing 1-2 of 2

Address Type	Address	Action	Primary	Start Date	End Date
Mailing	123 Main St	Actions ▼	No		
Physical	123 Main St	Actions ▼	No		

Continue

Clear

Discard Changes

Apply for a Broker Company License in MiPLUS Pt 10

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

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Physical

Showing 1-2 of 2

Address Type	Address	Action	Primary	Start Date	End Date
Mailing	123 Main St	Actions ▾	No		
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:

Ingham ▾

Save and resume later

Continue Application »

Apply for a Broker Company License in MiPLUS Pt 11

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 »**

Apply for a Broker Company License in MiPLUS Pt 12

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

Assumed Names ×

* Assumed Name:

Submit  **Cancel**

Apply for a Broker Company License in MiPLUS Pt 13

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

Assumed Names

Assumed Names

Showing 1-1 of 1

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

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

Save and resume later



[Continue Application »](#)

Apply for a Broker Company License in MiPLUS Pt 14

Select **Add a Row** to provide the name and pending application number (if application previously submitted) for the Principal Associate Broker of the Broker Company. If you have more than one (1) Principal Associate Broker, you may add multiple rows by clicking the down arrow.

Step 2: Application Information > Principal Brokers


* indicates a required field.

Principal Brokers

Principal Assoc. Broker Info

Showing 0-0 of 0

First Name	Middle Name	Last Name	Application Number
No records found.			

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


[Save and resume later](#) [Continue Application »](#)

Apply for a Broker Company License in MiPLUS Pt 15

Enter the **First Name**, **Middle Name**, **Last Name** and **Application Number** of the Principal Associate Broker(s). Click **Submit**.

Principal Assoc. Broker Info ×

First Name: John	Middle Name: 	Last Name: Smith
Application Number: 6502600031APP20		

Submit  **Cancel**

Apply for a Broker Company License in MiPLUS Pt 16

After the Principal Associate Broker information has been added to the application record, click **Continue Application**.


Principal Brokers

Principal Assoc. Broker Info

Showing 1-1 of 1

<input type="checkbox"/>	First Name	Middle Name	Last Name	Application Number	
<input type="checkbox"/>	John		Smith	6502600031APP20	Actions ▾

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

[Save and resume later](#)  [Continue Application >>](#)

Apply for a Broker Company License in MiPLUS Pt 17

Select **Add** to upload any general correspondence documents you wish to submit with your application.


If you don't have supporting documentation to upload, select **Continue Application** and go to page 26.


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 

Save and resume later  **Continue Application >**

Apply for a Broker Company License in MiPLUS Pt 18

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

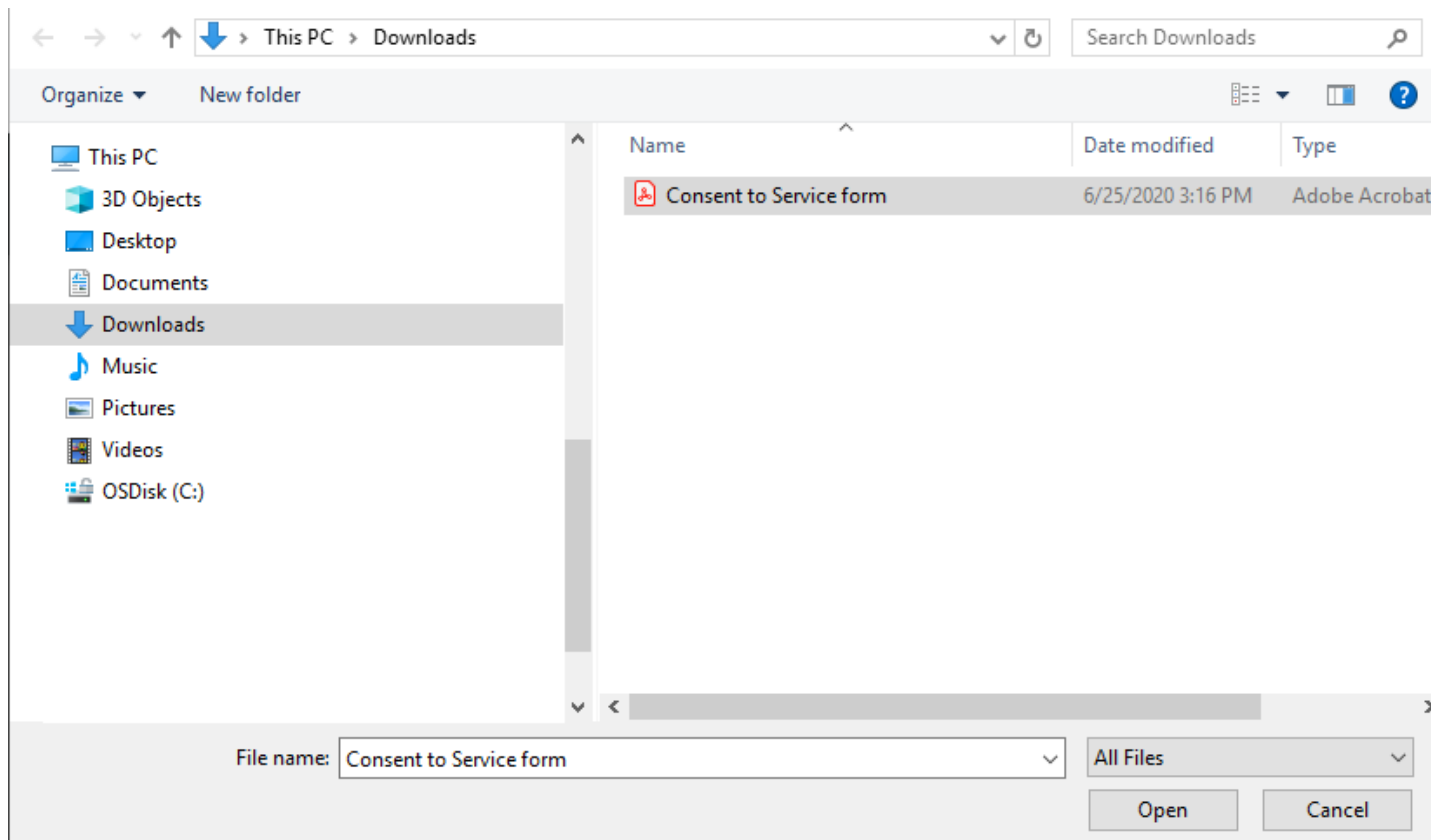
File Upload ×

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 a Broker Company License in MiPLUS Pt 19

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 a Broker Company License in MiPLUS Pt 20

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 a Broker Company License in MiPLUS Pt 21

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: Remove

File: Correspondence.pdf

Description:

spell check

Apply for a Broker Company License in MiPLUS Pt 22

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

Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 150 MB.

ade; adp; bat; chm; cmd; com; cpt; 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
Correspondence.pdf	General Correspondence	1.44 MB	08/18/2020	Actions ▾

Add

Save and resume later



Continue Application »

Apply for a Broker Company License in MiPLUS Pt 23

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**.

Principal Brokers

Principal Assoc. Broker Info

[Edit](#)

First Name	Middle Name	Last Name	Application Number
John		Smith	6502600031APP20

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
Correspondence.pdf	General Correspondence	1.44 MB	08/18/2020	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.

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

Date: 08/18/2020

[Save and resume later](#)

 [Continue Application »](#)

Apply for a Broker Company License in MiPLUS Pt 24

Review the fee payment information. 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 Company Application Fee	1	\$35.00
Real Estate Broker Company 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 a Broker Company License in MiPLUS Pt 25

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 a Broker Company License in MiPLUS Pt 26

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"/> What's This?
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	



Apply for a Broker Company License in MiPLUS Pt 27

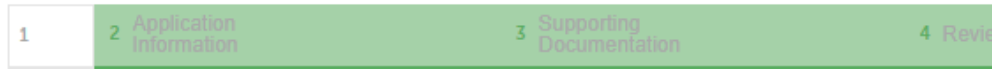
Review the the payment information entered and then click **Pay Now**.

Address	
Billing Address: 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	
Amount: 143.00 USD	
Total: 143.00 USD	
Back	Pay Now
Exit	

Apply for a Broker Company License in MiPLUS Pt 28

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 Company Application



Step 6: Record Submitted



Your record has been successfully submitted.

Thank you for using MiPLUS.

Your record number for this transaction is: 6505600022APP20.

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 »](#)