LARA
LICENSING AND REGULATORY AFFAIRS

BUREAU OF PROFESSIONAL LICENSING

MICHIGAN REAL ESTATE BROKER COMPANY AND BRANCH OFFICE LICENSING GUIDE

OVERVIEW:

The real estate broker company license is intended for business entities such as a corporation or limited liability company who have a Michigan physical location. A broker company must be represented by at least one principal associate broker.

The real estate branch office license is intended for a real estate broker that maintains more than one place of business in the state. If that location is 25 miles or more away, the branch office must be under the direct supervision of an associate broker.

NOTE: The content contained below is a general overview of licensing requirements. Links to access the Occupational Code and Administrative Rules for this profession can be found at the end of this guide.

TABLE OF CONTENTS

LICENSURE REQUIREMENTS CHECKLIST....1
APPLICATION AND FEES....1
THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS....2
RENEWAL REQUIREMENTS CHECKLIST....2
HELPFUL RESOURCES AND FORMS....3
FREQUENTLY ASKED QUESTIONS....3

LICENSURE REQUIREMENTS CHECKLIST

APPLICATION AND FEES

- ☐ Online Application for a Michigan Real Estate Broker Company or Branch Office License - Complete all fields, answer all questions, and upload any supporting documentation.
- ☐ Online applications can be completed by visiting **www.michigan.gov/miplus**
- ☐ Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, American Express, or Discover credit or debit card)

  Real Estate Broker Company New Application: $143.00
  Real Estate Branch Office New Application: $70.00

MICHIGAN REAL ESTATE BROKER COMPANY AND BRANCH OFFICE BROKER LICENSING GUIDE

THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- Michigan Business Address – A real estate broker shall maintain a place of business in this state.

- Principal Associate Broker – A Principal Associate Broker License Application must be submitted for individuals who are control persons of the Broker Company and will be performing acts regulated under Article 25 of the Occupational Code, PA 299 of 1980 as principals. This application can be completed by visiting www.michigan.gov/miplus.

- Branch Office License - If a Broker Company is operating out of more than one location, the additional location(s) must be licensed as a Branch Office. Online applications for a Branch Office can be completed by visiting www.michigan.gov/miplus, select MiPlus Login, select "Modification" next to your license number and then select "Real Estate Branch Office Application". **Branch office licenses expire on the same date as the Broker Company license.**

ADDITIONAL REQUIREMENTS FOR THOSE APPLYING FOR RELICENSURE
(These are in addition to the requirements stated above that apply to All applicants)

- Online application can be completed by visiting www.michigan.gov/miplus and selecting MiPLUS Login. Once logged in, click on the **"Licenses"** tab, select "**Modification**" next to your license number and this will start the relicensure process.

- 3 year Michigan Real Estate Relicensure Application and Fee: Real Estate Broker Company fee is $163.00 and the Real Estate Branch Office fee is $90.00 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

    - Branch office licenses associated with the broker company license will automatically be relicensed when the broker company is relicensed. If you no longer wish to maintain a branch office license, you may select **"Remove"** prior to application submission.

RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Michigan Real Estate Broker Company Renewal – Must be completed by visiting **www.michigan.gov/miplus** no sooner than 90 days prior to the expiration date of current license.

- Real Estate Broker Company Renewal Application fee is $108.00 and the Branch Office Renewal fee is $60 (Must be paid by Visa, Mastercard, American Express or Discover credit or debit card)

    - Branch office licenses associated with the broker company license will automatically be renewed when the broker company is renewed. If you no longer wish to maintain a branch office license, you may select **"Remove"** prior to application submission.

- Renewal Cycle: 3 years

- Accept Renewal Attestation: If you have not met the continuing education requirements and cannot certify to the statement at the time of your renewal application, you should not submit the online renewal application.

HELPFUL RESOURCES AND FORMS

- By visiting www.michigan.gov/occupationallicense and clicking on the Real Estate Broker/Salesperson link you can access the following helpful resources and forms:

  Resources:

  - Michigan Occupational Code
  - Administrative Rules for Real Estate Brokers and Salespersons

  Forms:

  - Consent to Service of Process

FREQUENTLY ASKED QUESTIONS

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

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

2. Can I have an out of state address?

Salespersons and Associate Brokers can have an out-of-state address, but they must complete and submit a Consent to Service of Process form. Forms can be obtained at 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 obtain a certification or letter of good standing?

Certified license verification requests must be obtained from the Michigan Board of Real Estate Brokers and Salespersons. You must submit your request via the MiPLUS system. There is a $15.00 fee for certification processing for each address you list. Please note, if you submit both a USPS mailing address and an email address for the same recipient, you will be charged $30.00 since you have requested your certification to go to two different addresses. Normal processing time for verifications being sent by email is the same day, verifications being mailed are sent the next business day. Detailed instructions on can be found on www.michigan.gov/miplus.

4. Can I make a name change online?

Yes, you may submit a name and/or address change by visiting www.michigan.gov/miplus and selecting "**Modification**" next to your license number in your MIPLUS account, followed by Real Estate Name Change. You will be required to upload proof of your legal name. Acceptable proof includes a copy of your driver's license or state issued identification card, certified marriage certificate, divorce decree or court order.

5. How do I view a list of my employees?

You may view a list of Current Employees and your Employee History in your MiPlus account. Please visit www.michigan.gov/realestate to view the guide "**How to View Employee List**" and "**How to View Active Employees Report in MiPlus**".

6. How do I accept a new employee?

You can accept a new employee through your MiPLUS account. Please visit www.michigan.gov/realestate to view the guide "**How to Approve or Deny a New Employee in MiPLUS**."

7. How will I be notified that an agent is attempting to join my broker company?

If a real estate salesperson or non-principal associate broker is attempting to join your broker company, you will receive a notification via email. You can accept or deny the employee through your MiPLUS account. Please visit www.michigan.gov/realestate to view the guide "**How to Approve or Deny a New Employee in MiPLUS**."

8. 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 no form to complete. You can remove an employee through your MiPlus account. Please visit www.michigan.gov/realestate to view the guide **"How to Add or Remove an Employee"**. After you have removed the employee from your broker company in MiPLUS, you can shred the former employee's physical wall license.

9. How do I remove an employee that no longer works for our company?

You can remove an employee through your MiPlus account. Please visit www.michigan.gov/realestate to view the guide **"How to Add or Remove an Employee"**. After you have removed the employee from your broker company in MiPLUS, you can shred the former employee's physical wall license.

10. Employees who no longer work for my broker company still appear on the list of employees. How do I remove them?

After you have removed an employee from your broker company, their employment status will change from "Active" to "No Employer." This employee will remain on your employee list until they transfer their license to another broker, however, they will remain in "No Employer" status meaning they are not an employee of this company.

11. Can a salesperson work for more than one broker at a time?

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

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

Per MCL 339.2512(1)(h), 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.

13. My broker company license lapsed, what do I need to do to obtain my license again?

You can apply for relicensure in your MiPLUS account at www.michigan.gov/MiPLUS. Log into your MIPLUS account, select the **Licenses** tab, and select **Modification** next to your license number.

Branch office licenses associated with the broker company license will automatically be relicensed along with the company. If you no longer wish to maintain a branch office license, you may select “Remove” prior to application submission.

14. 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.

15. 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.

16. How do I add an Assumed Name to my Individual Broker or Broker Company license?

An Assumed Name can be added through your MiPLUS account. Please visit www.michigan.gov/realestate to view the guide “**How to Add an Assumed Name in MiPLUS**.

17. Can I add more than 1 (one) assumed name to my license?

Yes. Multiple assumed names may be added to your Individual Broker or Broker Company license record. Please visit www.michigan.gov/realestate to view the guide **“How to Add an Assumed Name.”**

18. How do I remove an Assumed Name from my Individual Broker or Broker Company license?

If you need an Assumed Name removed from your Individual Broker or Broker Company license, you will need to contact the Bureau of Professional Licensing by sending an email to bplhelp@michigan.gov and our office will remove the Assumed Name from your license.

19. How do I apply for a branch office license?

Individual Brokers or Broker Companies can apply for a branch office license by visiting www.michigan.gov/miplus. Log into your MIPLUS account, select **Modification** next to your license number followed by Real Estate Branch Office application.

Branch office licenses expire on the same date as the Broker Company license.

20. How do I change the address on my branch office license?

The address on a branch office license cannot be changed. If you would like to obtain a branch office license at a new address, you will need to apply for a new branch office license.

21. Where can I find a list of approved prelicensure courses for real estate?

Please visit www.michigan.gov/bpl, select **LICENSE LISTS AND REPORTS**, *then* select **Real Estate Approved Courses Report**. This will provide the most current course list in PDF file format.

22. My license was lost/stolen/destroyed, how do I get a new one?

Your employing broker will have the e-copy of your license and should be able to provide a new pocket card for no fee.

You may request a duplicate license online at www.michigan.gov/MiPlus and pay a $10.00 fee. To request a hard copy of your license you will need to log into your MIPLUS account, click on the Licenses tab, select **Modification** next to your license number followed by License Reprint Request

23. How do I file a complaint against an occupational professional?

Information on how to File a Complaint with the Bureau of Professional Licensing can be found on the Bureau of Professional Licensing's website at www.michigan.gov/bpl.