

**Bureau of Professional Licensing
Real Estate FAQs**

1. How can I contact the Licensing Division?

Email:	Questions	BPLHelp@michigan.gov
	Submit Documents	BPLData@michigan.gov
Phone:	(517) 241-9288	
Mailing Address:	Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909	

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

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

3. Can I have an out of state address?

A: Salespersons and Associate Brokers 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 under the Licensing Applications and Forms section. Broker Company, Individual Brokers and Branch offices must have a physical address in Michigan.

4. How do I transfer my license to a new employer?

A: Real Estate Salespersons (6501) and Non-Principal Associate Brokers (6506) may complete a license transfer by submitting a “**Modificaton**” request in your MiPlus account. Please visit www.michigan.gov/realestate to view the guide “**How to Transfer a License in MiPlus**”.

Individual Broker (6504) and Principal Associate Broker (6502) licenses cannot be transferred.

5. Will I get a new license when I transfer to a different broker?

A: Yes, after you have transferred your license to a new broker, an electronic copy of your new wall license and pocket card will be sent to your new employing broker by email.

If you need a physical copy of your new wall license and pocket card, you may order a license reprint for \$10 by visiting www.michigan.gov/miplus. Select MiPlus Login, select “**Modification**” next to your license number and select License Reprint.

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

A: You can obtain a certified license verification online through your Michigan Professional Licensing User System (MiPLUS) account. License Verifications provide the license history for one license number, they are \$15 each and can be sent to the recipient by postal mail or email. Detailed instructions on ordering a Certified License Verification can be found on www.michigan.gov/miplus and a link to the instructions can be found here: https://www.michigan.gov/documents/lara/Certified_Verification_Instructions_v2_661114_7.pdf

7. Can I make a name change on-line?

A: Yes, you may submit a name and/or address change by visiting www.michigan.gov/miplus, select MiPlus Login, select “**Modification**” next to your license number, select Real Estate Name Change. You will be required to upload proof of your legal name. Acceptable proof includes a copy of your drivers license or State issued identification card, marriage certificate, divorce decree or court order.

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

A: 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. How do I view a list of my employees?

A: 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**”.

10. How do I accept a new employee?

A: 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**.”

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

A: If a real estate salesperson or non-principal associate broker is attempting to join your broker company, you will receive 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**.”

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12. 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?

A: There is not a 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’s employees physical wall license.

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

A: 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**”.

14. Employees who no longer work for my broker company still appear on the list of employee’s. How do I remove them?

A: After you have removed an employee from your broker company, their employment status will change from “Active” to “No Employer. This employee, however, will remain on your employee list until they transfer their license to another broker.

15. Can I place my license in escrow?

A: Michigan does not offer an “escrow” option for real estate licensees. If you have an Active status license you may have your employer remove you as an employee and your license will be placed into “No Employer” status until the expiration date of the license. Or you can transfer your license to a holding company. A holding company is a licensed Michigan real estate broker company that holds licenses for Michigan salespersons and/or non-principal associate brokers who are not actively practicing real estate. Some refer to escrow as placing their license with a holding company, if this is the case, Salespersons and nonprincipal brokers can transfer their license in their MiPLUS account. Please visit www.michigan.gov/realestate to view the guide “**How to Transfer a License in MiPlus**”.

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

A: No. Michigan does not offer reciprocity with any other state. An applicant for Michigan Real Estate Salesperson or Broker license must meet education, experience and examination requirements in place as of the date the application is submitted.

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

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

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

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

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

A: Per Michigan statute, 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.

20. My real estate salesperson or broker license lapsed, what do I need to do in order to obtain my license again?

A: You can apply for relicensure of your salesperson or broker in your MiPLUS account at www.michigan.gov/MiPLUS. Select MiPLUS login, select the Licenses tab, and select modification next to your license number, to begin your relicensure application.

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 prelicensure courses (40 hours for a salesperson or 90 hours for a broker).
- Pass the examination required for licensure. Prelicensure education certificates are valid for 1 year when used for relicensure.

Relicensure requirements can also be found on the LARA website. Please visit www.michigan.gov/realestate to view the following guides:

“Real Estate Salesperson Licensing Guide” – Real Estate Salesperson Relicensure

“Real Estate Individual Broker Licensing Guide” – Real Estate Individual Broker Relicensure

“Real Estate Associate Broker Licensing Guide” – Real Estate Associate Broker Relicensure

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

A: You can apply for relicensure in your MiPLUS account at www.michigan.gov/MiPLUS. Select MiPLUS login, 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.

Please visit www.michigan.gov/realestate to view the guide "**Real Estate Broker Company and Branch Office Guide**".

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

A: 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.

23. What is property management?

A: 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.

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

A: 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

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responsibility for documenting the evidence to support the fulfillment of Continuing Education requirements; the Department does not maintain a record of this information. CE Marketplace, a division of Michigan Realtors, offers a list of approved continuing education courses on their website as well as the ability 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 using their Michigan real estate license number (Permanent ID No.).

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

A: 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**”.

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

A: You can add an Assumed Name through your MiPLUS account. Please visit www.michigan.gov/realestate to view the guide “**How to Add an Assumed Name in MiPLUS**.”

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

A: 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 phone at (517)-241-9288 or by email to bplhelp@michigan.gov and our office will remove the Assumed Name from your license.

28. I am a non-principal associate broker. How do I transfer my license to a new employer? Is there a transfer fee?

A: You may submit a license transfer by completing a “**Modification**” request in your MiPlus account. Please visit www.michigan.gov/realestate to view the guide “**How to Transfer a License in MiPlus**”.

No. There is no fee to transfer a license. The new wall license and pocket card will be sent to your new employing broker by email.

29. Can I hold more than one associate broker license?

A: MCL 339.2509 prohibits an individual from holding more than 1 (one) non-principal associate broker license; however, an individual may hold more than 1 (one) principal associate broker license.

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

A: For initial licensure, the prelicensure education is valid for 36 months from the date of completion of the course.

*However, if you are a licensed real estate salesperson who completed broker prelicensure, and you never allow your salesperson license to lapse, the broker prelicensure education will not expire.

For relicensure over 3 years, when choosing the option to complete prelicensure education again, the course certificates are only valid for 1 year per MCL 339.2502a.

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

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

31. How do I add my employing broker's information to my real estate salesperson application?

A: After passing the Real Estate Salesperson exam, you will need to provide your employing broker information to complete the licensure process. This can be completed online by visiting www.michigan.gov/miplus, select **MiPlus Login**, select **"Modification"** next to your application number and enter your employing brokers 10-digit license number. After the selected employing broker approves your request, your license will be issued to your employing broker and you will be notified via email that your license has been issued.

32. How do I schedule my exam with PSI? Do I need a candidate ID, and where do I obtain that?

A: If you are applying for a real estate salesperson license, you must first submit your real estate salesperson online application in MiPLUS. You must upload a copy of your 40-hour real estate salesperson prelicensure certificate of completion before you can be made eligible for the real estate salesperson exam. In addition, if you DID NOT provide your social security number at the time of creating your MiPLUS account, you will need to complete the Social Security Number Affidavit form and upload it to your Real Estate Salesperson application in MiPLUS, before you can be made eligible for the real estate salesperson examination with PSI Services LLC (PSI).

After you have been approved to register for the real estate salesperson examination, 24 to 48 hours later, you will receive an email directly from PSI, notifying you that you are eligible to take the Real Estate Salesperson examination. This email will include your Candidate ID and a link to schedule your examination in the PSI system. You will need to provide PSI with your Candidate ID number when registering for the Real Estate Salesperson examination.

Please note, real estate broker applicants DO NOT need prior approval to take the Real Estate Broker examination. After you have completed the required 90 hours of Real Estate Broker prelicensure education, you may registration for the Michigan Real Estate Broker examination on the PSI website at www.psiexams.com.

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If you have questions regarding the Real Estate Salesperson or Real Estate Broker examination, please contact PSI Services LLC at (855)-579-4635.

33. How long is my license good for? Will my license be prorated?

A: Expiration dates for Real Estate licenses will no longer be fixed to 10/31 after the next renewal cycle. Newly issued licenses will expire 3 years from the date of issuance. All licenses moved to MiPLUS from Cola, have the same expiration date of 10/31/2021. When the 2021 renewals open, a licensee will renew their license and the expiration date will change to 3 years from the original day/month of license issuance. Most licensees may receive a license for more than 3 years until all licenses have been changed to a 3-year expiration date. For example, if a license was originally issued on 4/1/2002 when the licensee renews that license in 2021, the new expiration date will be 4/1/2025. No one will receive a license renewal for less than 3 years. From then on, each renewal will be 3 years from that issuance date: (4/1/2028 for this example). If a license expires and the licensee applies for relicensure, the new expiration date will now be 3 years from the date of relicensure.

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

A: Broker Companies can apply for a branch office license 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.

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

A: 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 by visiting www.michigan.gov/miplus. Select MiPLUS login, select Modification next to your license number and then select Real Estate Branch Office application.