

State of Michigan

Real Estate Licensing Guides

Updated 2020

Salespersons  
Associate Brokers  
Brokers  
Branch Office

## MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a real estate salesperson license.)

#### APPLICATION AND FEES

- Online Application for a Real Estate Salesperson License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus).
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - New Application: \$88.00
  - Renewal Application: \$78.00
  - Relicensure Application (expired license): \$108.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Good Moral Character Question – 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.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Consent to Service of Process - Non-Michigan residents must submit a Consent to Service of Process. (This form may be found under Licensing Applications and Forms at [www.michigan.gov/realestate](http://www.michigan.gov/realestate))
- If requesting a fee waiver as an individual who served in the armed forces - 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.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE

- Is not less than 18 years of age.
- Education Requirement** - Complete 40 hours of approved prelicensure education courses which includes at least 4 hours of civil rights law and equal opportunity in housing. A list of approved sponsors may be found at: [www.michigan.gov/realestate](http://www.michigan.gov/realestate)

## MICHIGAN REAL ESTATE SALESPERSON LICENSING GUIDE

- Exam Requirement** - Take and pass the Real Estate Salesperson examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267.
  - After submitting your Michigan real estate salesperson application, you will receive an email providing you with your Exam Candidate ID number, which is required to register for your exam.
- Employing Broker Notification** – You are required to have a licensed individual broker or broker company sponsor you to become licensed.
  - 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](http://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 issue and you will be notified via email.

### RELICENSURE REQUIREMENTS CHECKLIST

- Online Application for Real Estate Salesperson Relicensure – Can be completed online by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Disciplinary Question – If you have unsatisfied penalties or conditions imposed by disciplinary action in this state or any other jurisdiction you will be required to submit documentation from the State in which the sanction was imposed indicating the resolution.
- Relicensure Application Fee + 3 year license fee: \$108.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- Applicants whose license has been expired for **LESS** than 3 years:

Complete six (6) hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate. Do not submit completion certificates. The licensee shall produce the record that contains that evidence at the request of the department.
- Applicants whose license has been expired for **MORE** than 3 years (choose **one** of the following):
  - Pass Exam: Submit online application to receive approval.
  - Submit a copy of an approved 40-hour prelicensure course completion certificate that was completed within the last 12 months.
  - Submit proof of completion of six (6) hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate.

## RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Real Estate Salesperson Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Fee: \$78.00\* (Must be paid by Visa, Mastercard, or Discover credit or debit card)  
  
\* A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.
- Renewal Cycle - 3 years
- Continuing Education** - You **MUST** complete the continuing education requirements **BEFORE** completing the online renewal application. Complete 18 hours clock hours of continuing education 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. 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.
- Accept Renewal Attestation

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://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 Salespersons](#)  
Forms:
  - Consent to Service of Process
  - Social Security Number Affidavit

## MICHIGAN REAL ESTATE ASSOCIATE BROKER LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a real estate associate broker license.)

#### APPLICATION AND FEES

- Online Application for a Real Estate Associate Broker License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - o Associate Broker New Application: \$143.00
  - o Relicensure Application: \$163.00
  - o Renewal Fee - \$108.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)

- Good Moral Character Question – 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.
- Embezzlement or Misappropriation of Funds Question – If you have been convicted of embezzlement or misappropriation of funds, pursuant to MCL 339.2505(2), you cannot be licensed as a Broker in this profession.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Consent to Service of Process – Non-Michigan residents must submit a Consent to Service of Process. (This form may be found under Licensing Applications and Forms at [www.michigan.gov/realestate](http://www.michigan.gov/realestate)).
- If requesting a fee waiver as an individual who served in the armed forces – 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.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE

- Is not less than 18 years of age.
- Education Requirement** - Complete 90 hours of approved prelicensure education courses which includes 9 hours of civil rights law and equal opportunity in housing. A list of approved sponsors may be found at [www.michigan.gov/realestate](http://www.michigan.gov/realestate).

## MICHIGAN REAL ESTATE ASSOCIATE BROKER LICENSING GUIDE

- Possession of a law degree is considered equivalent to 60 clock hours of real estate education with 6 hours in civil rights and fair housing law.
  - Possession of a master's degree in business administration or finance is considered equivalent to 60 clock hours of real estate education
  - Possession of a bachelor's degree in business or finance is considered equivalent to 30 clock hours of real estate education.
- Experience Requirement** – Must have 3 years of full time experience in the business of real estate or in a field that is determined by the department to be relevant and related to the business of real estate such as:
- A real estate salesperson or broker; a licensed builder; an investor; a land or condominium developer; a loan or trust officer of a federal or state-regulated depository institution; a loan or trust officer of a mortgage company; a real estate officer of a corporation; a title insurance company officer engaged in the closing of escrow accounts and real estate closings; a staff or real property appraiser.
- Exam Requirement** - Take and pass the Real Estate Broker examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267. **Applicants are not required to obtain pre-approval to take the Real Estate Broker examination.**
- Employing Broker Requirement** – Must provide the name, license number or pending application number of the intended employing broker.
- If you are a Principal Associate Broker – You will provide this information during the online application process.
  - If you are a Non-Principal Associate Broker – You will provide this information after your application has been approved. You will be notified by email to complete a modification to your pending application.

### RELICENSURE (REQUIREMENTS FOR A LAPSED REAL ESTATE ASSOCIATE BROKER LICENSE)

- Online Application for Real Estate Associate Broker Relicensure – Can be completed online by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPlus Login**, select “**Modification**” next to your license number.
- Disciplinary Action Question – If you have unsatisfied penalties or conditions imposed by disciplinary action in this state or any other jurisdiction you will be required to submit documentation from the State in which the sanction was imposed indicating the resolution.
- Relicensure Application Fee + 3 year license fee: \$163.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- Applicants whose license has been expired for **LESS** than 3 years:
  - Complete six (6) hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate. Do not submit completion certificates. The licensee shall produce the record that contains that evidence at the request of the department.

## MICHIGAN REAL ESTATE ASSOCIATE BROKER LICENSING GUIDE

- Applicants whose license has been expired for **MORE** than 3 years (choose **one** of the following):
  - Exam: Take and pass the Real Estate Broker examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267.
  - Complete 90 hours of approved prelicensure education courses which includes 9 hours of civil rights law and equal opportunity in housing within 12 months immediately preceding the date of application.
  - Complete six (6) hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Real Estate Associate Broker Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Renewal Application Fee: \$108.00\* (Must be paid by Visa, Mastercard, or Discover credit or debit card)  
  
\*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.
- Renewal Cycle 3 years
- Continuing Education – You **MUST** complete continuing education requirements **BEFORE** completing the online renewal application. You must have completed 18 clock hours of continuing education 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. 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.
- Accept Renewal Attestation

### HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the real estate link you can access the following helpful resources and forms:

#### Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Real Estate Salespersons and Brokers](#)

#### Forms:

- Consent to Service of Process
- Social Security Number Affidavit

**MICHIGAN REAL ESTATE INDIVIDUAL BROKER LICENSING GUIDE**

**LICENSURE REQUIREMENTS CHECKLIST**

**(Listed below are the minimum requirements needed to obtain a real estate individual broker license.)**

**APPLICATION AND FEES**

- Online Application for a Real Estate Individual Broker License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Individual Broker Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - o Individual Broker New Application: \$143.00
  - o Relicensure Application: \$163.00
  - o Renewal Fee - \$108.00
- Branch Office Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - o Branch Office New Application: \$70.00
  - o Relicensure Application: \$90.00
  - o Renewal Fee - \$60.00

**THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS (EXCEPT RENEWAL)**

- Good Moral Character Question – 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.
- Embezzlement or Misappropriation of Funds Question – If you have been convicted of embezzlement or misappropriation of funds, pursuant to MCL 339.2505(2), you cannot be licensed as a Broker in this profession.
- Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- Consent to Service of Process – Non-Michigan residents must submit a Consent to Service of Process. (This form may be found under Licensing Applications and Forms at [www.michigan.gov/realestate](http://www.michigan.gov/realestate)).
- If requesting a fee waiver as an individual who served in the armed forces – 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.



## MICHIGAN REAL ESTATE INDIVIDUAL BROKER LICENSING GUIDE

### ADDITIONAL REQUIREMENTS FOR LICENSURE

- Is not less than 18 years of age.
- Education Requirement** - Complete 90 hours of approved prelicensure education courses which includes 9 hours of civil rights law and equal opportunity in housing. A list of approved sponsors may be found at [www.michigan.gov/realestate](http://www.michigan.gov/realestate).
  - Possession of a law degree is considered equivalent to 60 clock hours of real estate education with 6 hours in civil rights and fair housing law.
  - Possession of a master's degree in business administration or finance is considered equivalent to 60 clock hours of real estate education.
  - Possession of a bachelor's degree in business or finance is considered equivalent to 30 clock hours of real estate education.
- Experience Requirement** – Must have 3 years of full time experience in the business of real estate or in a field that is determined by the department to be relevant and related to the business of real estate such as:

a real estate salesperson or broker; a licensed builder; an investor; a land or condominium developer; a loan or trust officer of a federal or state-regulated depository institution; a loan or trust officer of a mortgage company; a real estate officer of a corporation; a title insurance company officer engaged in the closing of escrow accounts and real estate closings; a staff or real property appraiser.
- Exam Requirement** - Take and pass the Real Estate Broker examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267. **Applicants are not required to obtain pre-approval to take the Real Estate Broker examination.**
- Michigan Business Address** – A real estate broker shall maintain a place of business in this state.

### RELICENSURE

#### (REQUIREMENTS FOR A LAPSED REAL ESTATE INDIVIDUAL BROKER LICENSE)

- Online Application for Real Estate Individual Broker Relicensure – Can be completed online by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus), select **MiPlus Login**, select “**Modification**” next to your license number.

Branch office licenses associated with the individual broker license will automatically be relicensed when the individual broker is relicensed. If you no longer wish to maintain a branch office license, you may select “**Remove**” prior to application submission.
- Disciplinary Action Question – If you have unsatisfied penalties or conditions imposed by disciplinary action in this state or any other jurisdiction you will be required to submit documentation from the State in which the sanction was imposed indicating the resolution.
- Relicensure Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard or Discover credit or debit card)

Individual Broker: \$163.00

Branch Office: \$90.00

## MICHIGAN REAL ESTATE INDIVIDUAL BROKER LICENSING GUIDE

- Applicants whose license has been expired for **LESS** than 3 years:
  - Complete six (6) hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate. Do not submit completion certificates. The licensee shall produce the record that contains that evidence at the request of the department.
- Applicants whose license has been expired for **MORE** than 3 years (choose **one** of the following):
  - Exam: Take and pass the Real Estate Broker examination administered by PSI Services, LLC. For exam related questions or to schedule your exam contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267.
  - Complete 90 hours of approved prelicensure education courses which includes 9 hours of civil rights law and equal opportunity in housing within 12 months immediately preceding the date of application.
  - Complete six (6) hours of real estate continuing education for each year and partial year missed. At least 2 hours per year must involve laws, rules, and court cases regarding real estate.

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Real Estate Individual Broker Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)

Branch office licenses associated with the individual broker license will automatically be renewed when the individual license is renewed. If you no longer wish to renew a branch office license, you may select “**Remove**” prior to application submission.
- Renewal Fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)

Individual Broker: \$108.00\*  
Branch Office: \$60.00\*

\*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.
- Renewal Cycle 3 years
- Continuing Education – You **MUST** complete continuing education requirements **BEFORE** completing the online renewal application. You must have completed 18 clock hours of continuing education 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. 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.
- Accept Renewal Attestation

## HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the real estate link you can access the following helpful resources and forms:

Resources:

- [Michigan Occupational Code](#)
- [Administrative Rules for Real Estate Salespersons and Brokers](#)

Forms:

- Consent to Service of Process
- Social Security Number Affidavit

## MICHIGAN REAL ESTATE BROKER COMPANY AND BRANCH OFFICE LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a real estate broker company and branch office license.)

#### APPLICATION AND FEES

- Broker Company** - Online Application for a Real Estate Broker Company License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- Broker Company Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - Broker Company New Application: \$143.00
  - Relicensure Application: \$163.00
  - Renewal Fee - \$108.00
- Branch Office Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)
  - Branch Office New Application: \$70.00
  - Relicensure Application: \$90.00
  - Renewal Fee - \$60.00

#### 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](http://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 application can be completed by visiting [www.michigan.gov/miplus](http://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.

## MICHIGAN REAL ESTATE BROKER COMPANY LICENSING GUIDE

### RELICENSURE (REQUIREMENTS FOR A LAPSED REAL ESTATE BROKER COMPANY LICENSE)

- Relicensure Application for Real Estate Broker Company – Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)

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.

- Relicensure Application Fee + 3 year license fee: (Must be paid by Visa, Mastercard or Discover credit or debit card)

Broker Company: \$163.00  
Branch Office: \$90.00

### RENEWAL REQUIREMENTS CHECKLIST

- Online Application for Real Estate Broker Company Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)

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

- Renewal Fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card)

Broker Company: \$108.00\*  
Branch Office: \$60.00\*

\*A \$20.00 late fee applies for those who renew during the 60-day late renewal period following the expiration date of the license.

- Renewal Cycle 3 years
- Accept Renewal Attestation

### HELPFUL RESOURCES AND FORMS

- By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the real estate link you can access the following helpful resources and forms:

#### Resources:

- [Occupational Code](#)
- [Administrative Rules for Real Estate Salespersons and Brokers](#)