

Michigan Department of Energy, Labor & Economic Growth
Bureau of Commercial Services
Licensing Division
BOARD OF REAL ESTATE
P.O. Box 30243, Lansing, MI 48909
517-241-9263 Fax: 517-373-1044
www.michigan.gov/realestate

REAL ESTATE SALESPERSON LICENSE TRANSFER

AUTHORITY: P.A. 299 of 1980, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in denial of your application

DEPARTMENT USE ONLY

License I.D. Number
65-01

Date Approved

Approved By

License Returned

Yes No

INSTRUCTIONS AND INFORMATION (Additional information on back)

- YOUR SALESPERSON LICENSE TRANSFER CAN BE MADE ON-LINE (VIA THE INTERNET) AT: www.michigan.gov/iCOLA. If transferring on-line, your new employing broker must also either use iCOLA to approve the transfer OR must complete and submit a signed Employing Broker Notification; LRE-052.
- If using this paper application form, the transfer will not be processed until the broker returns or you account for your current wall license (if applicable).
- If beginning immediately with a new employing broker, you MUST have the dated signature of the new employing broker on the back of your pocket card. Retain the signed card until your new employing broker receives the new license and provides you with the new pocket card.
- If it has been more than two weeks since you terminated employment with your previous broker, the new broker must provide you with the Department-issued new pocket card before you can commence employment with the new broker.
- This form is to be used only by real estate SALESPERSON licensees. Users of this form are either a currently active licensee or those who have held an active license at some time during the current, three-year license cycle. Those with a lapsed/expired salesperson license must use a salesperson relicensure application (LRE-008).
- This license transfer application MAY NOT be used by Associate Brokers who wish to be licensed to a new employing broker. Associate Broker licensees use LRE-020, Real Estate Associate Broker License Application. Forms may be downloaded from the Department's website at: www.michigan.gov/realestate under "forms and publications".

APPLICANT INFORMATION

Salesperson's Name (As it appears on your license)		Salesperson I.D. Number 65-01-		
Address (Number and Street)		City		
State	ZIP	Daytime Telephone Number ()	Social Security Number	Date of Birth

If you are an officer, partner, stockholder, member or own more than 24% of the stock of the new employing broker named on this application, please list the office, position or percentage of the stock you own here: _____ Also required is submission of a Stipulation Form (BCS/LRE-009). If not applicable, leave blank.

Ending date of employment with previous employing broker:	Salesperson's E-Mail Address
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NEW EMPLOYING BROKER INFORMATION

Name of New Employing Broker (as shown on Broker's license) DO NOT USE DBA, Associate Broker or Branch Office.	Broker's License I.D. Number 65-
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TRANSFER REQUEST (BOTH MUST SIGN)

We request that the Department issue applicant a real estate salesperson's license. If a license is issued, the broker agrees to exercise careful supervision over the salesperson's real estate activities.

DATE ORIGINAL SIGNATURE OF SALESPERSON APPLICANT ORIGINAL SIGNATURE OF NEW EMPLOYING BROKER

EFFECTIVE DATE OF SALESPERSON TRANSFER: _____

FEE PAYMENT INFORMATION

FOR OFFICE USE ONLY - VALIDATION

Transfer of License OR Reissue of License in Same Three-Year Licensing Cycle	Fee: \$10.00 (6501-33)
Make your check or money order in U.S. Currency payable to: STATE OF MICHIGAN	
Fees are not refunded except under authority P.A. 152 of 1979, as amended and R338.943 and R338.944	

DETAILED EXPLANATION WHY WALL LICENSE IS NOT ATTACHED

****Important Information Regarding License Transfer****

Please check your application for accuracy (I.D. Numbers, original signatures, answer all questions). Providing incomplete information will delay the process. Thank you.

A licensed real estate salesperson may initiate a transfer of his or her license from one employing broker to another by submitting this completed Real Estate Salesperson Transfer Application and the required \$10.00 processing fee. The salesperson and the new employing broker must sign the transfer application. Also see instruction #1 on side 1 regarding on-line transfers.

An approved application will be processed when the previously issued wall license has been returned to the department. If the wall license has not already been returned by the former employing broker or it is not returned by the salesperson with the application, a detailed explanation regarding the reason must be included on the back of the license transfer application.

If the salesperson desires to make an immediate transfer, the signature of the new employing broker and the ending date of employment with the previous broker must be contained on the back of the pocket card. The signed and dated pocket card is retained by the salesperson until the new employing broker receives the new wall license and attached pocket card.

If it has been more than two weeks since the salesperson's employment was terminated with the previous employing broker, a salesperson cannot practice until the department issues a new wall license (which will have the pocket card attached) to the new broker.

When the new employing broker receives the salesperson's license, the pocket card is detached and given to the salesperson. The new wall license is then displayed in a conspicuous position in the broker's place of business that is obvious to the public.

Applicants will be notified by mail if an application is found to be incomplete or incorrectly submitted. If the original application is returned to the salesperson, the new license cannot be processed until the corrected original application is returned.

R 339.22211 (Rule 211) states that upon receipt of the completed application for transfer to a new broker, the proper fee, and the old license, the department shall consider the pocket card proper evidence of licensing for 45 days from the latest date written on the back of the card. If the application is incomplete, or the broker to whom the licensee is transferring is not licensed, then the pocket card shall no longer be valid and the applicant shall wait until the new broker receives the new license and pocket card before engaging in regulated activities. The ability to conduct regulated activities (activities for which a license is required) using the signed and dated pocket card may continue only if a salesperson transfer application is received within 45 days from the date on the pocket card.