

Acme Referral Network

Gwyn Besner, Broker
11004 S Blue Ridge Lane
Traverse City, MI 49684
PH: 800-799-0483 ~ Fax: 888-867-7910

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Thank you for your interest in Acme Referral Network:

This packet of information includes instructions and forms to guide you through the process of license transfer or re-licensure.

There are three ways to transfer your real estate sales license in Michigan:

1. If you have your **original** wall license from your current broker, send it to Acme Referral Network, with the transfer application enclosed in this packet. This **must be** your original wall license, a photocopy will not be accepted. Make certain that all the information is complete and that you have signed the transfer form, **leaving the effective date of transfer** line blank.
2. If you do not have your **original** wall license, your current broker must be contacted and instructed to send your wall license back to the State of Michigan. The transfer process can **only** begin after the State of Michigan has received your original wall license.
3. Your license may be in **lapsed** status with the State of Michigan if
 - a. You currently do not have an active license
 - b. You have not held an active license with either an active broker or a referral company within the past year.

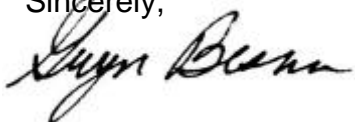
If this is the case, you will need a **re-licensure** application, not a transfer form. This form is included in this packet.

Be sure to read through all the instructions and the check list before beginning the process of transferring your license to Acme Referral Network.

Return all your required paperwork to:

Acme Referral Network
11004 S. Blue Ridge Lane
Traverse City, MI 49684

Sincerely,



Gwyn Besner, Broker

Acme Referral Network

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Traverse City, MI 49684
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LICENSE TRANSFER CHECKLIST

(Be sure to include all the items on this checklist to avoid any delay in the process)

- ☐ Completed and **SIGNED** transfer form.
- ☐ Wall license. (If license has already been sent to the State of Michigan, indicate that information in the box provided on the back of the transfer form)
- ☐ **As a special offer, Acme Referral Network will pay the \$10.00 transfer fee through December 31, 2008.** After December 31, 2008, please enclose a check made payable to ***The State of Michigan*** for \$10.00
- ☐ Enclose a check made payable to Acme Referral Network for \$60.00 for your Annual Membership Fee.
- ☐ A **signed** Acme Referral Network contract. **Make sure to make a copy for your records.**

Thank you.

All paperwork is to be sent to:

Acme Referral Network
11004 S. Blue Ridge Lane
Traverse City, MI 49684

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FAQ

Q. Can I be licensed with Acme Referral Network and still subscribe to an MLS?

A. No. Associations require that all salespersons under an active broker member be Full REALTOR® members of the Association paying all member dues and fees.

Q. When can I begin making referrals?

A. As soon as Acme Referral Institute receives your license from the State of Michigan Department of Labor and Economic Growth (DLEG). Typically it takes four (4) to six (6) weeks for this to happen after the state receives all the transfer or pre-licensure paperwork.

Q. Can brokers join Acme Referral Network?

A. Yes. Brokers can join the Acme Referral Network. However, since a broker can have a broker's license with no agents under him/her, there would be no benefit to having Acme Referral Network hold their license.

Q. What if a licensed real estate salesperson in the State of Michigan whose license is being held by Acme Referral Network wishes to sell his/her primary residence?

A. *A salesperson may only advertise to sell property under his or her own name if the property is the principal residence of the salesperson. A salesperson may only advertise property for rent or lease under his or her own name if the salesperson is the owner of the property.* Rule 329; Subrule of Michigan Real Estate Law.

If you are a salesperson whose license is being held by Acme Referral Network, you may sell your **primary residence** "for sale by owner" without involving Acme Referral Network.

Q. Can a salesperson list their primary residence with a broker?

A. Yes. The salesperson's primary residence may be listed with any broker they choose without the involvement of Acme Referral Network **providing that** the salesperson receives no fees or commissions as a result of the transaction. If the

salesperson receives a commission or referral fee as a result of the transaction, that fee can only be paid by the broker under whom the license is held – Acme Referral Network. The fee will be split 75/25 as agreed upon under contract with Acme Referral Network.

A real estate salesperson shall not accept from a person other than the real estate salesperson's employer a commission or valuable consideration for the performance of an act specified in this article. Section 2510

Q. Can a salesperson licensed with Acme Referral Network sell real estate *other* than that which they own or which serves as the salesperson's primary residence?

A. Under Rule 329:

1. *Except as provided in subrule (2) of this rule, all advertisements to buy, sell, exchange, rent, lease or mortgage real estate or business opportunities by a broker shall include the broker's name as licensed and telephone number or street address. All advertising shall indicate affirmatively that the party advertising is a real estate broker.*
2. *An individual licensed as a broker or associate broker may advertise personally owned property for sale or for lease in his or her own name, and need not use the name of the broker as licensed. However, the advertising shall indicate affirmatively that the party advertising is a licensed broker or association broker.*
3. *Except as provided in subrule (4) of this rule, advertising by a sales person or an associate broker shall be under the supervision of, and in the licensed name of the individual's broker.*
4. *A salesperson may only advertise to sell property under his or her own name if the property is the principal residence of the salesperson. A salesperson may only advertise property for rent or lease under his or her own name if the salesperson is the owner of the property.*

Bottom line – a salesperson cannot advertise property that they own in their own name unless it is that salesperson's principal residence. If a salesperson is licensed with Acme Referral Network, any sale of real estate other than his or her primary residence, **must go through a broker.** If the salesperson lists property, other than primary residence, with another broker, no fees due to Acme Referral Network. If, however, a referral fee is paid on the listing, it can only be paid to the salesperson through his or her broker, which would be Acme Referral Network and the split would be 75/25 as in any other transaction.

Q. Can a salesperson licensed with Acme Referral Network choose to which broker the referral will be paid?

A. Typically the contract signed by a salesperson with Acme Referral Network would give Acme Referral Network the right to select the broker for any referral. However, in

most cases Acme Referral Network gives the salesperson the right to select the broker as long as the broker is a licensee in good standing with the state.

Q. How does the referral process work?

A. When a licensee with Acme Referral Network has a qualified referral, the salesperson contacts the broker, Gwyn Besner, by calling 1-800-799-0483, to get an official referral form as provided by Acme Referral Network. The salesperson completes the form and then mails or faxes (1-888-867-7910) it back to Acme Referral Network. Within three (3) days (72 hours) of receiving the form, Gwyn Besner will contact the salesperson. Both parties of the transaction should be notified to expect a call or a fax from Acme Referral Network, and that the broker to whom the referral has been made will then contact them (the buyer and the seller). When the sale is closed, Acme Referral Network will pay the salesperson 75% of the referral fee within two (2) business days of receiving the commission check.

Q. How much does it cost to be licensed under Acme Referral Network?

A. The membership fee is \$60.00 per year and is payable upon joining Acme Referral Network. The membership fee also includes a **free condensed class** from The Acme Institute.

Acme Referral Network

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Independent Contractor Referral Agreement

For an annual payment of \$60.00 from the referral agent to Acme Referral Network (the "company") the parties agree as follows:

1. The company shall provide the six (6) hours of continuing education required to renew the referral agent's real estate license.
2. The referral agent shall pay the \$60.00 annual membership fee on the date of joining the company. This shall be the agent's anniversary date. Each year, on your anniversary, \$60.00 is required to have Acme Referral Network continue to hold your license.
3. Upon the closing of a transaction on a referral from the referral agent, the company shall pay to the referral agent a fee of 75% of the amount the company receives.
4. The referral agent agrees that the licensee's pocket card shall remain in the possession of the company. Further, the referral agent shall hold a valid State of Michigan real estate sales license.
5. The referral agent **shall not** for compensation or valuable consideration sell or offer to sell, buy or offer to buy, provide or offer to provide a market analysis, list or offer to list or attempt to list, to negotiate the purchase or sale or exchange or mortgage of real estate, or to negotiate for the construction of a building on real estate, or to lease or offer to lease, rent or offer to rent real estate to others as a partial or whole vocation. If the referral agent wishes to sell or purchase a home, it shall be done as a referral through the company.
6. The referral agent shall generate qualified real estate referrals exclusively for the company with the understanding that the company shall have the sole discretion to assign the referral to any agent of the company's choice. "Qualified real estate referral" is defined as obtaining permission from a client/customer to have an agent contact them. The referral agent shall provide the name, address, phone number, reason for relocating and any other pertinent family or business information about the client/customer.
7. Any business cards or supplies shall be paid for by the referral agent. All cards, stationery, promotional material, or advertising must be approved by the company.
8. The referral agent shall be solely responsible for reporting and paying all federal, state, and local income taxes.
9. The company shall promptly assign an agent upon the referral from the referral agent.

10. The referral agent shall conduct their business practices and serve the public in a fair, honest, open and ethical manner.
11. If you have moved to another state and need to maintain an office in Michigan to keep your broker license as required by the state, Acme Referral Network will rent space at 3651 Bunker Hill Road, Suite 328, Acme, MI 49610 for \$60 a year. That fee includes your continuing education. The state requires that all records be stored at your office. If you conduct any Michigan real estate transactions, a copy of your files must be stored at your Acme office. We will store up to three transactions at no additional fee. If it is going to be more than that, further agreement must be negotiated with Acme Referral Network.
12. Either party may terminate this agreement at any time with or without cause and without prior notice to the other party. Any referral fee collected from referrals generated by the referral agent will be paid to the referral agent, even if the closing occurs after the referral agent is no longer associated with the company.
13. Both parties agree that this agreement is the complete agreement between them and that there are no other written or oral agreements.

Signed this _____ day of _____, 20__.

Referral Agent



Broker

Michigan Department of Labor & Economic Growth
Bureau of Commercial Services
Licensing Division
BOARD OF REAL ESTATE
P.O. Box 30243, Lansing, MI 48909
517-373-7353
www.michigan.gov/realestate

DEPARTMENT USE ONLY

ID#

65-01

Date Approved

Approved By

License Returned

☐ Yes☐ No

REAL ESTATE SALESPERSON TRANSFER

AUTHORITY: P.A. 299 of 1980, as amended

COMPLETION: Mandatory

PENALTY: Failure to complete may result in denial of your application

INSTRUCTIONS AND INFORMATION (Additional information on back)

1. 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.
2. If using this paper application form, the transfer will not be processed until you return or account for your previous wall license.
3. If beginning immediately with a new employing broker, you MUST have the dated signature of the new employing broker on your pocket card. Retain the signed card until your new employing broker receives the new license and provides you with the new pocket card.
4. If you have a photo pocket license obtained from PSI (800-733-9267), contact PSI directly to pay for a new photo pocket license: www.psiexams.com
5. 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.
6. This form is to be used only by real estate SALESPERSON licensees. Users of this form are either a currently active licensee or 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).
7. 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 Code	Daytime Telephone Number ()	Social Security Number	Date of Birth
Are you an officer, partner, or member of the new company/broker (if a company) listed below or do you own more than 24% of the stock?				
Have you ever been convicted of a felony or misdemeanor for which you could have gone to jail that you have not previously report to the Department? If yes, please download the form LCE-020 "Request for Conviction History" and submit it to the Department with this application. See www.michigan.gov/realestate under the "forms and publications" Quick Links. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Ending date of employment with previous employing broker:			Salesperson's E-Mail Address	

NEW EMPLOYING BROKER INFORMATION

Name of New Employing Broker (as shown on Broker's license) DO <u>NOT</u> 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 from a U.S. Financial Institution payable to: STATE OF MICHIGAN - REAL ESTATE	
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 Transferring****

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.

Michigan Department of Labor & Economic Growth
Bureau of Commercial Services - Licensing Division

REAL ESTATE

P.O. Box 30243, Lansing, MI 48909

517-373-7353; Fax 517-373-1044

www.michigan.gov/realestate; exam info: www.psiexams.com

FOR OFFICE USE ONLY		
APPROVAL DATE		EXAM DATE
SCHOOL	I.D. NUMBER 65-01	APPROVED BY

REAL ESTATE SALESPERSON RELICENSURE APPLICATION

AUTHORITY: P.A. 299 of 1980, as amended

COMPLETION: Mandatory

PENALTY: Failure to complete may result in denial of your application

THIS APPLICATION IS VALID BETWEEN 11-01-07 AND 10-31-08 ONLY (Second year of three year license cycle). See Fee Below*

INSTRUCTIONS: Print in black ink or type responses on this form. Make sure both applicant and employing broker sign.

1. Use this application if you have ever held a real estate license in Michigan. Pay the fee below and provide your previous permanent identification number (if known).
2. Examination scores are valid for one year from exam date. Submit this fully completed license application and fee to the above address AFTER all requirements are met.(e.g., precursure course, or continuing education, etc. as required).
3. Wall license and pocket card will be mailed to the employing broker after a completed application is approved.
4. Applicants who reside out-of-state must complete a Consent to Service of Process form (BCS/LCL-900) which can be downloaded from www.michigan.gov/realestate under Applicant Information.

APPLICANT INFORMATION

Applicant Name (legal name that will appear on your license) (First, Middle, Last)		Permanent I.D. No., (if known) (Relicensure Only) 65-01-	
Residence Street Address	City	State	ZIP Code
Date of Birth	Social Security Number	Daytime Telephone Number ()	
E-mail Address		Application Date	

BROKER INFORMATION

Broker Name (As Shown On Broker's License - Do not use Associate Broker, DBA or Branch Office name or number)		Permanent I.D. Number 65-	
Street Address	City	State	ZIP Code

If last license was held before 1985, give approximate year: _____

Previous licensed name(s) if different than shown above:

FEE PAYMENT INFORMATION

LICENSES EXPIRE 10-31-09

Relicensure Fee

If applying between 11/01/07 - 10/31/08 - Total Due = \$82.00

Fee Codes	2nd Year of 3-Year Cycle
6501- 06	\$62.00
6501- 15	\$10.00
6501- 16	\$10.00

INCLUDES \$10 NON-REFUNDABLE FEE

Make your check or money order from a U.S. Financial Institution payable to:

STATE OF MICHIGAN - REAL ESTATE

Fees are not refunded except under Authority P.A. 152 of 1979, as amended and R338.943 and R338.944.

FOR OFFICE USE ONLY - VALIDATION

Have you ever held or currently hold a real estate license in another state?

☐ Yes - Which State(s)?

☐ No

Attach a recent Letter of Good Standing from each state's licensing authority; can be a photocopy.

Have you ever been convicted of a felony or misdemeanor for which you could have gone to jail?

☐ Yes - If yes, please download the "Request for Conviction History" form under Applicant Information at the web address: www.michigan.gov/realestate. Complete and attach the form to your application. If the form is not included with your application, the Department will contact you later. Your application will not be processed until the Department receives the completed form.

☐ No

Have you ever had disciplinary action taken against any license, registration or permit you now hold or have ever held? (Includes but is not limited to final orders, suspension, revocation, denial, etc.)

☐ Yes - If yes, please download the "Request for Disciplinary Action Information" form under Applicant Information at the web address: www.michigan.gov/realestate. Complete and attach the form to your application. If the form is not included with your application, the Department will contact you later. Your application will not be processed until the Department receives the completed form.

☐ No

Regarding qualification for relicensure, please note that licenses expired less than three years must complete continuing education to reapply. Licenses expired more than three years, applicants have the choice of the following (check one):

☐ Exam: Department will notify you when to schedule your examination with PSI directly. Scores will be reported directly to the Department.

☐ 40 hour precursure course: Insert course completion date: _____. Application for relicensure must be filed within 12 months of completing the course. Please include a copy of the course completion certificate.

☐ Continuing education: Six (6) hours of approved real estate continuing education for each year license was lapsed equaling _____ hours will be used to qualify. (Note: CE hours used toward relicensure cannot count toward license renewal.)

Are you an officer, partner, stockholder or member of the proposed employing broker?

☐ Yes - Please check correct box: ☐ Officer in Broker Professional Corp. (PC) ☐ Partner in Broker Partnership or Limited Partnership ☐ Member in Broker LLC or PLLC ☐ Stockholder - in any type employing Broker ☐ No

Applicant's Certification:

I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application or disciplinary action against my license, or may be punishable by law. I hereby authorize the Department of Labor & Economic Growth and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records.

Applicant's Signature

Date

BROKER CERTIFICATION

I certify that as a licensed real estate broker I have read the answers to the questions above and agree to supervise the applicant in accordance with Article 25 of the Occupational Code (MCL 339.2501 et seq.), as amended, and the associated Administrative Rules.

Broker Original Signature

Date

Broker Name (Type or Print in Black Ink)

() _____
Broker's Daytime Telephone Number