

Michigan Addendum to the Real Broker, LLC National Policies & Procedures Manual

Real Broker, LLC (“Company”) makes this addendum a part of the National Policies & Procedures Manual to set forth state-specific policies and procedures for an agent (“Agent”) affiliating with the company in the State of Michigan. This Addendum supersedes all previous Michigan addenda. The Company reserves the right to modify, suspend, or discontinue any of the terms, policies, procedures and/or benefits described in this addendum with proper notice.

Affiliation

Agent shall properly promote themselves and/or their team, including but not limited to social media, professional forums, groups, signature lines and business cards, signage, marketing and advertising. The standard implied should be that any reasonable or prudent individual can determine your association and affiliation with the Company. Two types of license affiliation are approved by Company in the State of Michigan, salesperson and associate broker.

1. Associate Broker: If you are a licensed Associate Broker in the State of Michigan and you are affiliated with the Company, your license status with the State of Michigan Department of Licensing and Regulatory Affairs (“LARA”) will be a Non Principal Associate Broker. You are obligated to properly identify yourself as a Broker Associate.
2. Salesperson: If you are a licensed salesperson in the State of Michigan and affiliated with the Company, your license is a Salesperson status with LARA. You are obligated to properly identify yourself as a salesperson.

Advertising

In addition to all other Company requirements set for in the Agreement, all advertising must comply with [LARA regulations](#).

Escrow Account & Earnest Money Deposit

*****COMPANY DOES NOT HAVE AN ESCROW TRUST ACCOUNT IN MICHIGAN.*****

Under NO circumstances is any Agent to accept an earnest money deposit for any transaction made payable to Company. All earnest money deposits should be made in an acceptable form to the Title Company, Attorney, Builder or Listing Broker. Both buyers and sellers have an interest in the deposit. This money cannot be released without the written agreement of both the buyer and the seller. This office has a fiduciary responsibility to keep all parties informed of the existence of returned checks and any deposits.

State-Mandated Documents

State-mandated documents are listed below for both a listing transaction and a sales transaction. Since each transaction is different, additional documentation may be required. A full document checklist is located in reZEN. If you are unsure or have questions, contact your State Broker.

Listing Documentation: (See Full Checklist in reZEN)

- Disclosure Regarding Real Estate Agency Relationship
- Exclusive Right of Sale/Listing Agreement
- Sellers Disclosure Statement
- Lead Based Paint Disclosure
- MLS Listing Profile Sheet
- Real Title Affiliated Business Disclosure
- Disclosure Regarding Compensation for sellers
- MLS Change of Status Form for all changes to listing
- MLS Waiver of Entry- if listing is not in MLS within 48 hours (5 business days for Stellar) or must have verbiage in listing agreement documenting the delay of entry
- Wire Fraud Notice
- HOA Addendum (if applicable)
- Condo Disclosures (if applicable)
- Mortgage Information Release Authorization (if applicable)
- Estimated Net Proceeds Due Seller (if applicable)
- Referral Agreement (if applicable)

Sales Documentation: (See Full Checklist in reZEN)

- Disclosure Regarding Real Estate Agency Relationship
- Exclusive Buyer Agency Contract (Designated Agency)
- Fully Executed Purchase Agent/Sales Contract
- Escrow Deposit Receipt- not a copy of the check or money order. We need proof that the funds were received, not sent! Receipt from Title Company or Listing Broker.
- Wire Fraud Notice
- Sellers Disclosure Statement (if applicable)
- Lead Based Paint Disclosure (if applicable)
- Real Title Affiliated Business Disclosure
- Disclosure Regarding Compensation for sellers
- Fully Executed Addenda/Amendments (if applicable)
- FHA/VA Addendum (if applicable)
- HOA Addendum (if applicable)
- Condo Docs (if applicable)
- Referral Agreement/W-9 (if applicable)

Closing Documentation:

- Copy of Company commission checks
- Copy of Closing Statement signed by all parties

Distribution Authorization:

- Within 24-48 hours of approval of a transaction file, a Distribution Authorization will be generated and emailed to the agent, title and to the reZEN transaction file. If there are

changes to the transaction (price, closing date, etc.), Agent must upload documents supporting the change and email Transactions@therealbrokerage.com and the State Broker so a revised Distribution Authorization can be generated and sent. Any updated Distribution Authorization will be remitted to the closing company.

- Closing occurs and Agent is paid pursuant to the Distribution Authorization.

Transaction Broker

In Michigan, Company will act as a transaction broker unless fully executed documents to the contrary are uploaded to reZEN.

Records Management

Records Defined

Company will maintain the following (the “Records”):

- Disclosures;
- Compensation agreements (including listing agreements, buyer representation agreements and other written commission and compensation agreements);
- Substantive communications with parties to the transaction;
- Offers, contracts and related addenda;
- Receipts and disbursements of compensation for services;
- Appraisals, broker price opinions and comparative market analyses;
- Agreements between Company and Agent

Duration of Maintenance

Company will maintain the Records in an easily accessible format for at least four years from the (i) date of closing, (ii) termination of the contract, or (iii) end of a real estate transaction.

Costs and Creation and Delivery

Agent is responsible for the payment of any expenses or costs incurred in connection with the creation and delivery of the Records relating to Agent’s activities

Verification Upon Termination

Upon termination of the Agreement, Agent will verify that Company has copies of all Records created while the Agreement was in place.

Unlicensed Assistants

The Company advises all Agents using assistants to seek legal counsel regarding employment laws and obligations within the State of Michigan.

Agents are solely responsible for training assistants and for making sure assistants are familiar with and abide by all Company policies and procedures and are familiar with and abide by all state laws, rules, and regulations.

An unlicensed assistant “MAY” perform the following activities:

1. Tasks that are strictly clerical (such as answering phones, directing calls, greeting customers, etc.);
2. Acting as a courier in picking up or delivering documents on behalf of the licensee;
3. Assisting licensees during an open house. The key word being “assist” – as unlicensed assistants cannot independently show property or host open houses. At the open house, an unlicensed assistant may:
 - a. Greet potential homebuyers as they arrive;
 - b. Hand out prepared printed materials;
 - c. Have prospects sign a guest book to record names, addresses, and phone numbers;
 - d. Escort potential buyers throughout the home for security purposes, but not to answer material questions about the home.

An unlicensed assistant “MAY NOT” engage in the following activities:

1. Independently hold open houses for REALTORS®;
2. Show properties to potential buyers;
3. Solicit listings or other business via phone;
4. Answer any questions relating to financing, title insurance, or closings;
5. Provide any additional information to the public aside from information that has already been set forth in prepared promotional material that has already been distributed to the public;
6. Have their names printed on business cards or stationery in a way that would imply that they are a real estate salesperson or broker;
7. Hold themselves out as a real estate salesperson or broker;
8. Perform any acts for which a license is required under Michigan Real Estate License Law.

Resources

- [MCL 339.2501](#)
- [Michigan REALTORS® Letter of the Law](#)

LICENSED ASSISTANTS

Licensed Assistants are bound by the same licensing requirements as an agent including, but not limited to, executing an ICA and fully associating themselves with the Company. They shall pay all fees associated with and follow all policies and procedures of the Company. License assistants may only assist other Company agents and may not work for or with any agents outside of the Company. Any licensed assistants or transaction coordinators must have their license affiliated with the Company.

AGENT BUSINESS EXPENSES

Company shall not be responsible for any expense incurred by the Agent in the performance of their business duties unless approved in advance and in writing by the state broker. No inducements, including inspections or other services associated with real estate brokerage

services customarily paid by customers or clients, shall be offered, or paid by agent without advance approval by the State Broker, and then shall be at Agent's sole expense. Agents shall not charge any undisclosed commission or profit on expenditures made for their principals.

WORKPLACE

Workplace serves as the Company's main form of communication with the Agent. Agents can find Company announcements, new/events, and discussions about specific topics regarding real estate activities in the State of Michigan. The agent is solely responsible for staying current regarding information posted in this forum.

MICHIGAN STATEWIDE BUSINESS MEETINGS

Unless otherwise announced, Michigan statewide business meetings will be held every Third Thursday morning at 11:00 am. All agents are encouraged to meet with us for what is normally a 30-minute meeting. The meeting is held on Zoom.

All information on times, locations, links, and special announcements will be posted on Workplace.

CONTACT INFORMATION

Michigan Real Broker Entity:	Real Broker, LLC (Michigan)
Michigan Broker License #:	6505431497
Mailing Address:	2750 South State Street, Suite #3 Ann Arbor, MI 48104
Michigan State Broker:	David Muelle
Michigan State Broker License:	6502431675
Phone:	(734) 800-1148
Email:	MIBroker@TheRealBrokerage.com
Real Broker Support:	Support@TheRealBrokerage.com
Phone:	(413) 248-7325

For All Broker Required or Requested eSignatures or Initials:

Send eSign ready documents to: MIBroker@TheRealBrokerage.com

Michigan Department of Licensing and Regulatory Affairs [Info](#)
LARA Phone: (517) 241-0199