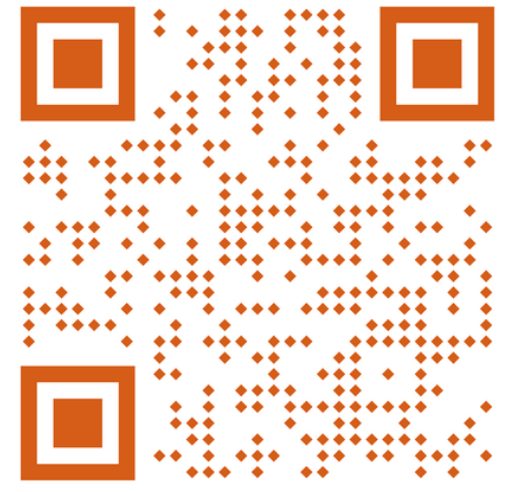




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**2024
2025**

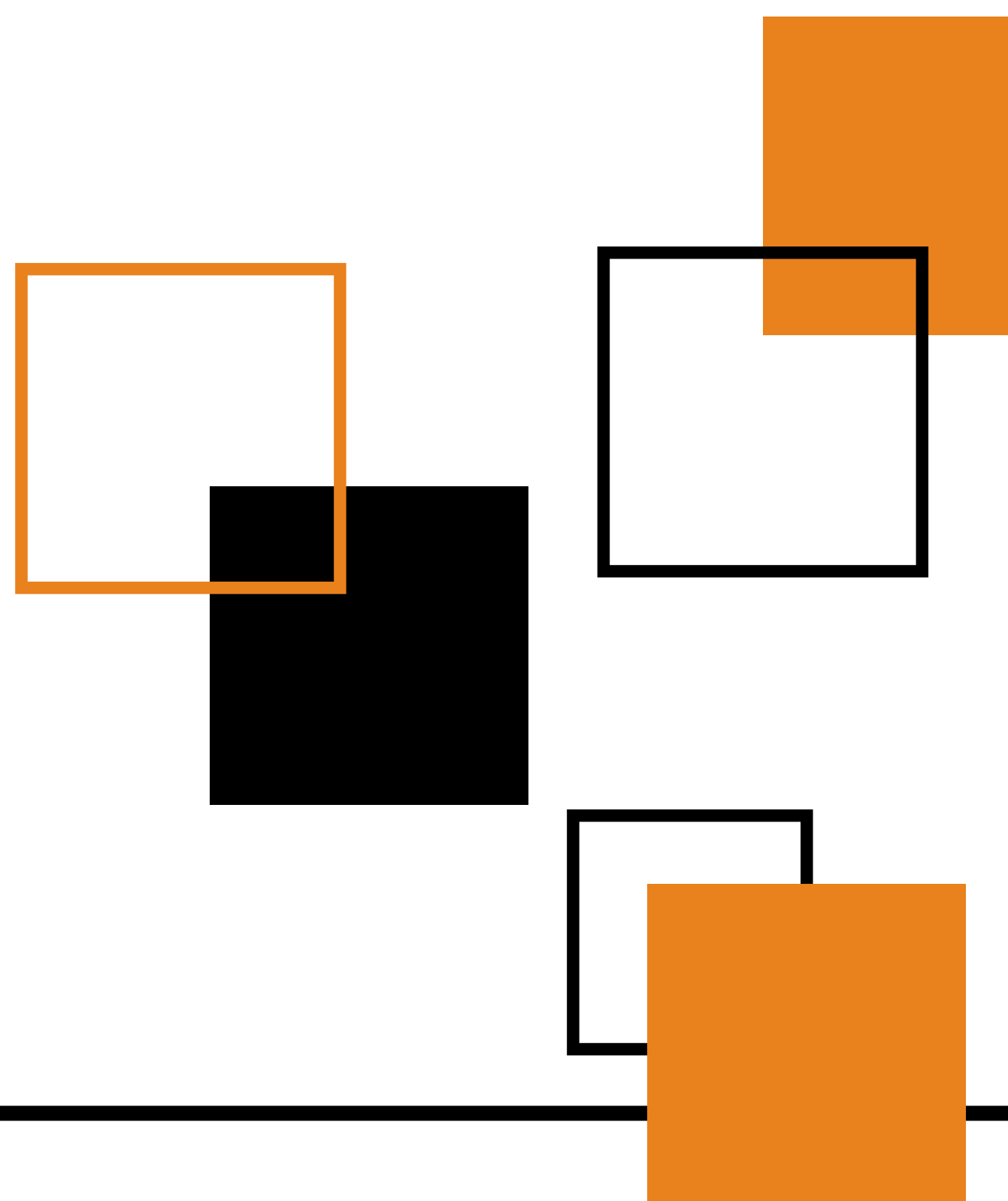
Real Estate Licensee TN Handbook

We Move Your Business

To The Top Level

Links are throughout this handbook
Highlighted in **BLUE**

 Use as a checklist



1212 S Chilhowee Dr
Knoxville, TN 37914

(865) 244-2865
VividLandRealty.com

CLASSES

STATE REQUIRED CLASSES

(This can be done online or in person)

- 60 Hour Real Estate Pre-License
- 30 Hour new Affiliates Course

Affiliate broker candidates must complete sixty (60) hours of [real estate education](#) in real estate principles/fundamentals before they take the examination. Proof that the education described above has been completed will be forwarded by the school where the education was completed to PSI. [You may not register for the examination until the school has provided that information to PSI](#) [pdf]. The school will also provide you a certificate or letter of course completion that you must submit to TREC with your application for licensure. Affiliate brokers licensed after 12/31/04 must have completed the 30-hour "Course for New Affiliates" prior to their license being issued and a letter or certificate of completion of the "Course for New Affiliates" must also be submitted with the license application.

Documents required for an affiliate broker's license:

- PSI Examination Application- obtained upon completion at testing center (application must be signed by Principal Broker)
- Proof of High School Graduation
- Proof of completion of pre-license education (60 hr. & 30 hr.)
- Proof of errors and omissions insurance policy
- Payment of all fees due. (\$91.00)
- [Eligibility Verification](#)
- [Electronic Fingerprinting](#)

See Affiliate Broker on TN Department of Commerce & Insurance



Real Estate Commission How to Get a License

How to Get a License from the Tennessee Real Estate Commission

[tn.gov](#)

TREC Approved Class options:

In person Classes

The CE Shop

Go **Online** for more options



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Licensing Test

PSI Licensing Test

- Register for PSA Licensing Test
- Pass the State Portion
- Pass the National Portion

* Fees may be paid by using a VALID Credit Card *

* All fees mailed to PSI must be in the form of Cashier's Check or Money Order.

No Personal Checks Accepted

Retake fees are the same as the examination amount. The passing score for one section of an examination is valid for two (2) retakes of the failed section or six (6) months, whichever comes first. The examination fee will be forfeited if the candidate does not test within six (6) months of the date their exam fee is received by PSI. Refunds are available upon request prior to the six (6) month expiration.

[PSI Link](#)

[Tennessee Real Estate Candidate Information Bulletin](#) Link



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E & O Insurance

○ E & O Insurance

Insurance will be for a 2 year time period

Must be a state approved supplier

Read Optional coverages to add very carefully and ask your new broker for assistance if you need assistance or call the insurance company

RISCO reports directly to the state. Others may need to be upload to the state.

CRES is another option but may need to be upload to the state.

[Sample E&O Policy](#) Link

[RISCEO Link](#)



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Things you should do while in classes

TASK TO START OFF RIGHT

- You must determine who will be your broker before the state will issue your license - (See questions below)
- Gather your contacts into an excel spreadsheet format
- Setup a dedicated real estate email
- Determine if you want operate under an LLC. If you decide to form an LLC, setup
- Take [Facebook Meta Blueprint Course](#) (It is Free)
- Setup a Business Facebook Page (Don't make it active yet)

Finding where to hang your license

Questions To Consider

What business structure fits you? Independent, Corporate, or Franchise structure.

How many agents are under the broker of record?

What type of agent are they looking for? What are their goals?

As a real estate salesperson, would you be working as an independent contractor or as an employee?

Is there a training plan in place for new agents?

Are they members of the Multiple Listing Service (MLS)?

Is there clerical or administrative support for the agents? Or will you need to find your own assistant if you do well?

What is the commission split and the benefit package?

What would your obligations be to the brokerage if you were employed?

Is there technology support and marketing resources?



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Fingerprinting & Background Check



Fingerprint & Background Check

[IdentoGo](#)

For online scheduling:

- Select Tennessee for the state
- Select Digital Fingerprinting
- Select Schedule a New Appointment
- Input service code: 28TZ99 (Real Estate Commission)
- Confirm agency name is correct and select continue
 - Acknowledgment/Release
 - Enter a zip code
- Click schedule to set your appointment up

Fingerprint Instruction Document Link

Links can also be found on Tennessee Department of Commence and Insurance Website



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AFTER YOU GET YOUR LICENSE

LOCAL ASSOCIATION

- See Chart below for fees
- After your License is issued - Take the online MLS Class
- After your License is issued - Take the online Ethics Class

Vivid Land Realty association is with EAST TENNESSEE REALTORS® only

-
We will be adding Commercial MLS service in the future - Please ask if Commercial is your interest

This price table grid is organized with the various fees as columns and the months as rows. Please contact us to request this information in another format if desired.

NEW MEMBER ORIENTATION	TOTAL (DUES, APP, RMLS)	LOCAL	STATE	NATIONAL	APPLICATION FEE**	RMLS***	COMMERCIAL MLS
January	\$1,063.00	\$180.00	\$120.00	\$195.00	\$400.00	\$168.00	\$228.00
February	\$998.75	\$165.00	\$111.25	\$182.50	\$400.00	\$140.00	\$190.00
March	\$934.50	\$150.00	\$102.50	\$170.00	\$400.00	\$112.00	\$152.00
April	\$1,206.25	\$135.00	\$93.75	\$157.50	\$400.00	\$420.00	\$570.00
May	\$1,142.00	\$120.00	\$85.00	\$145.00	\$400.00	\$392.00	\$532.00
June	\$1,077.75	\$105.00	\$76.25	\$132.50	\$400.00	\$364.00	\$494.00
July	\$1,013.50	\$90.00	\$67.50	\$120.00	\$400.00	\$336.00	\$456.00
August	\$949.25	\$75.00	\$58.75	\$107.50	\$400.00	\$308.00	\$418.00
September	\$885.00	\$60.00	\$50.00	\$95.00	\$400.00	\$280.00	\$380.00
October	\$1,315.75	\$45.00	\$41.25	\$82.50	\$400.00	\$252.00	\$342.00
November	\$1,251.50	\$30.00	\$32.50	\$70.00	\$400.00	\$224.00	\$304.00
December	\$1,187.25	\$15.00	\$23.75	\$57.50	\$400.00	\$196.00	\$266.00

- \$485.00 Membership Dues annually December 31st

EAST TENNESSEE REALTORS®



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FEE SUMMARY INITIAL LICENSING

Fee Summary

- 90 Hour Classes - Fees Can Vary
- \$91.00 - State License Application
- \$39.00 PSI Exam
- \$35-75* Fingerprinting & Background Check
- See Local Association Page if you are an agent with Vivid Land Realty

*Amount may not be exact



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RENEWALS

LICENSE RENEWAL

2 Year Period

- \$75.00 - State License Renewal
- \$235-275 E & O Insurance
(Minimum \$200) 2 Year Period
- 16 Hours CE Classes including
Core & Ethics

LOCAL, STATE, NATIONAL DUES

Yearly

- \$485.00 Local, State, & National
Dues due December 31st
- \$336 Annual MLS fees due June
30th

Members are billed approximately three months before actual due date.

- \$456 Commercial MLS Fee (if applicable)

*Amount may not be exact be sure to
verify on appropriate website



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