

TN Real Estate Licensee Handbook



VIVID LAND
REALTY

*is your
Guide*



(865) 244-2865



CLASSES

STATE REQUIRED CLASSES

- 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



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



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](#)



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) It would be a violation.



Things you should do while in classes

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 & values?

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? (There are usually still fees associated with brokerages that offer you higher % splits)

How do you benefit?

What would your obligations be to the brokerage?

Is there technology support and marketing resources?

What fee will the brokerage charge? (ie: per transaction fee, office fee, copy fees, technology fees, etc)

Is the brokerage part of NAR (National Association Of REALTORS®)? (This gives you added protection, support, & education)



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



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

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

- \$485.00 Membership Dues annually December 31st

New members are required to complete the following within 30 days • Complete the National Association of Realtors (NAR) online ethics courses for new members • Complete and pass the online Multiple Listing Service exam • Complete NAR's New Member Orientation

EAST TENNESSEE REALTORS®



The initial cost to join the Association is prorated based on the month of the join date. After you have established your East Tennessee REALTORS membership and paid the initial cost to join, agents will be billed for the reoccurring annual fees and dues. Invoices are issued approximately three months prior to the billing due date. Annual membership dues are \$485, due every December 31. Annual MLS fees are \$336, due every June 30. Commercial MLS fees are \$456 per year, and due every June 30 (prorated at the time of joining).

New Member Orientation	TOTAL	Local	State	National	Application Fee	MLS
Jan.	\$1,063.00	\$180.00	\$120.00	\$195.00	\$400.00	\$168.00
Feb.	\$998.75	\$165.00	\$111.25	\$182.50	\$400.00	\$140.00
March	\$934.50	\$150.00	\$102.50	\$170.00	\$400.00	\$112.00
April	\$1,206.25	\$135.00	\$93.75	\$157.50	\$400.00	\$420.00
May	\$1,142.00	\$120.00	\$85.00	\$145.00	\$400.00	\$392.00
June	\$1,077.75	\$105.00	\$76.25	\$132.50	\$400.00	\$364.00
July	\$1,013.50	\$90.00	\$67.50	\$120.00	\$400.00	\$336.00
Aug.	\$949.25	\$75.00	\$58.75	\$107.50	\$400.00	\$308.00
Sept.	\$885.00	\$60.00	\$50.00	\$95.00	\$400.00	\$280.00
Oct.	\$1,315.75	\$45.00	\$41.25	\$82.50	\$400.00	\$252.00
Nov.	\$1,251.50	\$30.00	\$32.50	\$70.00	\$400.00	\$224.00
Dec.	\$1,187.25	\$15.00	\$23.75	\$57.50	\$400.00	\$196.00



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 & are subject to change without notice

Information in this booklet is provided as a courtesy and may change as new rules, laws, & regulations are added.



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



COMPLETE CHECKLIST

- Eligibility Verification
- 60 Hour Real Estate Pre-License
- 30 Hour new Affiliates Course
- Fingerprinting & Background Check
- Pick your Brokerage & complete paperwork
- Register for PSA Licensing Test
- Pass the State Portion
- Pass the National Portion
- E & O Insurance
- Apply & Pay Local Association Fees
- Take the MLS Class
- Take the Ethics Class
- Complete your Business Plan



START *Your New Career
off Right*

VIVID LAND REALTY AS YOUR BROKERAGE OF CHOICE

Education is the cornerstone of our commitment to excellence. We believe that continuous learning is vital for personal and professional growth. By providing educational opportunities, we empower individuals to reach their full potential and contribute positively to the industry.

OUR CORE VALUES

- **Empowerment:** We empower individuals with knowledge and resources to make informed decisions and transform dreams into realities.
- **Integrity:** Upholding the highest ethical standards fosters trust and transparency within our community and with our clients.
- **Innovation:** We continuously evolve our practices to better serve clients by staying ahead of technology and market trends.
- **Community:** We emphasize mutual support and shared growth within our close-knit community, reflecting East Tennessee's neighborhoods.
- **Education:** Continuous learning is vital for personal and professional growth, enabling individuals to contribute positively to the industry.
- **Service:** Service is central to our mission, where we prioritize meeting unique needs to ensure successful and fulfilling real estate journeys.



VIVID LAND
REALTY





WHO WE ARE



TURNING DREAMS INTO VIVID REALITY

Our Vision

To provide an exceptional real estate experience that transcends traditional transactions. We are committed to guiding our clients through their real estate journey with unwavering dedication, transparency, and innovation. By understanding and valuing the unique aspirations of each individual, we aim to turn their real estate dreams into vibrant realities, fostering lasting connections between people and properties. Through personalized service, market expertise, and the latest technology, we are shaping a new standard of excellence in East TN's real estate landscape.

Our Approach

We believe that every client is unique, and we take the time to understand their individual needs and goals. Our approach is personalized, and we work closely with our clients to ensure that they are completely satisfied with our services.

What We Offer

- **Genuine Care and Concern:** Empowers families through the complexities of probate and estate sales with genuine care and concern.
- **Client Dedication:** Passionate about empowering clients make sound, successful, and safe decisions.
- **Expert Knowledge:** Recognized for knowledge of home modifications for a variety of special needs and life phases.
- **Exceptional Service:** Proven track record of surpassing client expectations through a personalized approach and a dedication to continuous professional development.
- **Professional Guidance:** Known for thoroughly explaining each step of the process & communicating clear expectations.



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