

1. File Your Application with TREC

Once you complete your application and pay the appropriate fees, TREC will register your application within two weeks and you will be issued a TREC entity number. This is used to submit your fingerprints (step 3).

Submit certificates of course completion or transcripts of your education with your application or as soon as all 6 courses are completed.

Sales Agent Application Initial Fee - \$205.00

Real Estate Recovery Fee, due on initial applications for a license - \$10.00 Paper

Processing Fee - \$20.00

2. Complete Texas Pre-Licensing Education

The Texas Real Estate Commission (TREC) requires all candidates to complete 180 classroom hours of the following qualifying real estate courses

- Principles of Real Estate I (30 classroom hours)
- Principles of Real Estate II (30 classroom hours)
- Law of Agency (30 classroom hours)
- Law of Contracts (30 classroom hours)
- Promulgated Contract Forms (30 classroom hours)
- Real Estate Finance (30 classroom hours)

For each course, you complete all the course materials, meet the minimum requirements, and pass the final exams. You must take each final in the presence of a proctor.

3. Complete Fingerprints & Background Check

After receiving a TREC entity number, visit

<https://www.trec.texas.gov/fingerprint-requirements> to enroll with MorphoTrust to complete your fingerprints. You are required by law to have fingerprints on file with the Texas Department of Public Safety (DPS) so a background check can be performed.

Fingerprint Fee - \$38.25

Background Check Fee, due on initial applications and renewals if applicant has previously been fingerprinted for TREC - \$28.25

A license will not be issued until the background check has been passed. Expect delays if there is an investigation into your background history. You can request a moral character determination from TREC before applying for a license to find out your eligibility.

4. Register & Take the Exam

Once your application is complete (application, fingerprints, and background check) processed, TREC will notify you that you are eligible to sit for the state and national exam. Login to your TREC account to schedule, reschedule, or cancel an exam.

Steps to Getting Your Real Estate License

Source: www.trec.texas.gov/become-licensed/sales-agent

5. Pass Your Exam & Receive Your License

After you pass the state and national exam, you will be issued an inactive sales agent license within a couple of business days of passing your test. Your license must be in the possession of your sponsoring broker (step 6), before you begin to practice as a Texas real estate sales agent.

6. Choose Your Sponsoring Broker

Your license is inactive until it is held by a sponsoring licensed Texas real estate broker such as Keller Williams Realty Austin Southwest. Picking the right broker to work with is a key success factor to building your new career. You can request sponsorship using TREC's online services for a \$20 fee or by submitting the TREC Sales Agent Sponsorship for a \$40 fee. Once the broker has accepted the request, you will receive your active sales license.

TREC CONTACT INFORMATION

Texas Real Estate Commission
P.O. Box 12188 Austin, TX 78711
Email: information@trec.texas.gov Phone: 512.936.3000

KW AUSTIN NW CONTACT INFORMATION

Melanie Kennemann or Michelle Busby
Keller Williams Realty Austin Northwest MC#8
melanie@kwaustin.com or michelle@kwaustinnw.com

REAL ESTATE DISCOUNT CODES

Aceable Agent

Please take advantage of our partnership with Aceable Agent, an online school with the industry's highest customer reviews and exam pass rates. The discount code below provides 45% off which brings the total down to around \$273. Use the link and discount code below to access the classes and get the discount.

Discount Passcode: KWNW

Link: <https://www.aceableagent.com/real-estate-license/texas/>

The CE Shop

We also have a partnership with the CE Shop. The discount code below provides 35% off which brings the total down to around \$337. Use the link below to access the classes and get the discount.

Discount Passcode: AUSTINNW

Link: <https://austinnw.theceshop.com/texas/pre-licensing/tx-broker-pre-licensing-cost>

Austin Real Estate Business School

To connect with this local school and receive a 50% discount off website pricing, visit the following site and use the KW code. A personalized discount code will be sent to you after you complete the contact form (contact tab).

Discount Code: KWAUS78759

Link: www.BuildMvRFBusiness.com

REAL ESTATE BUSINESS EXPENSES

REALTOR®/Appraiser Primary Membership - \$682.00

- Application Fee: \$200.00
- Orientation Fee: \$50.00
- ABoR Dues: \$125.00 annual and nonrefundable fee; prorated monthly for new members
- NAR Dues: \$150.00 annual; prorated monthly for new members
- NAR Image Campaign: \$35
- TAR Dues: \$117.00 annual; prorated monthly for new members
- Legal: \$5

Multiple Listing Service (MLS) Access for Agents - \$479.70 (*\$16.50 tax included*)

- Application Fee: \$213.20
- MLS Semi-annual Participation Fees: \$266.50 prorated monthly for new members
- Optional Semi-annual (LMS) Lease Listing Service: \$42.64

eKEY Fees - \$231.66 tax included

- Application Fee: \$108.25
- Semiannual Service Fees: \$123.41 – prorated monthly for new members
- Insurance Not Available on eKEY