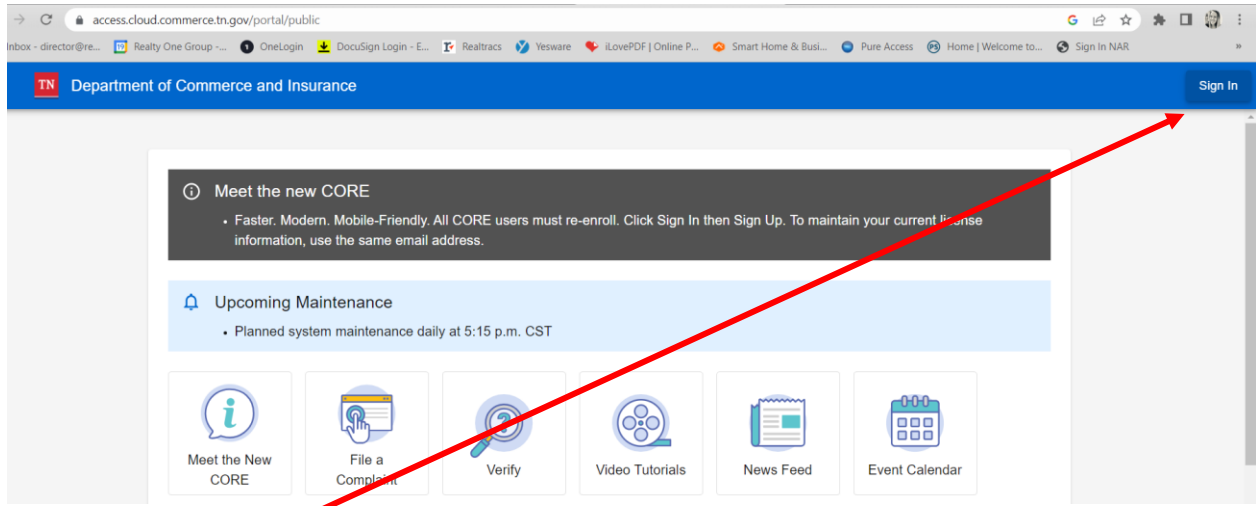
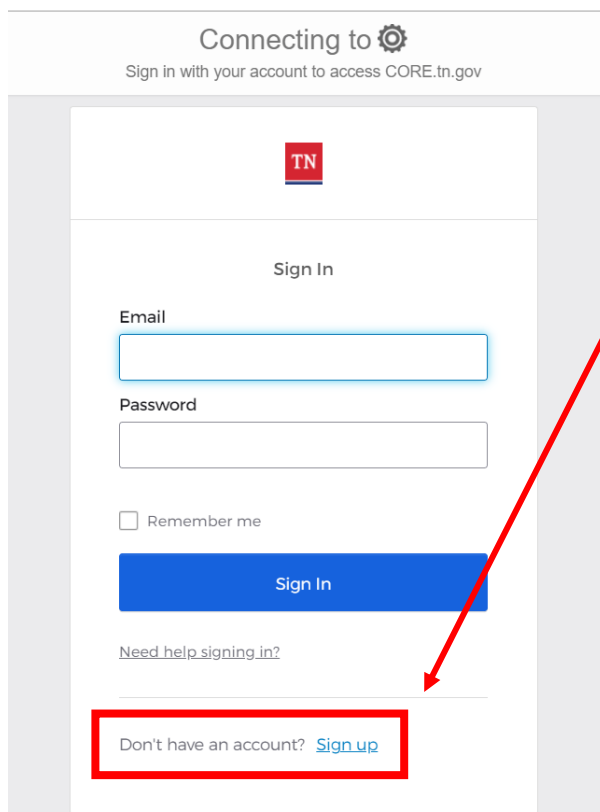


Go to the following website and register for a new account if you don't already have one:


<https://access.cloud.commerce.tn.gov/portal/public>



Once you click on "Sign In" it will lead you to the following page where you can create a new account.



Then you'll be able to enter the email address you want connected to the site and create your account and register.



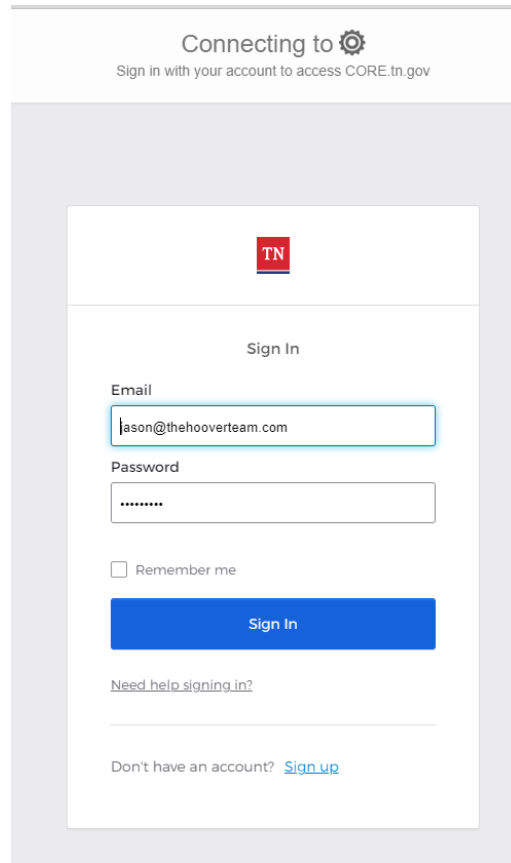
### Create Account

- ✓ At least 8 character(s)
- ✓ At least 1 number(s)
- ✓ At least 1 symbol(s)
- ✓ At least 1 lowercase letter(s)
- ✓ At least 1 uppercase letter(s)
- ✓ Does not contain part of username
- ✓ Does not contain 'First name'
- ✓ Does not contain 'Last name'

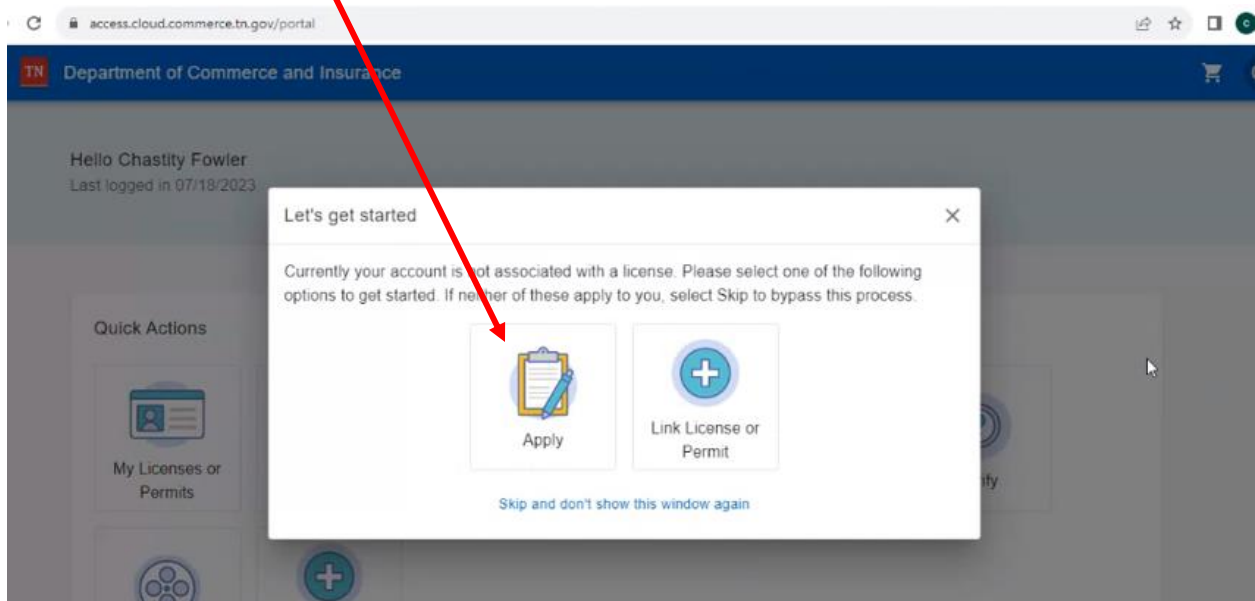
\* indicates required field

[Back to sign in](#)

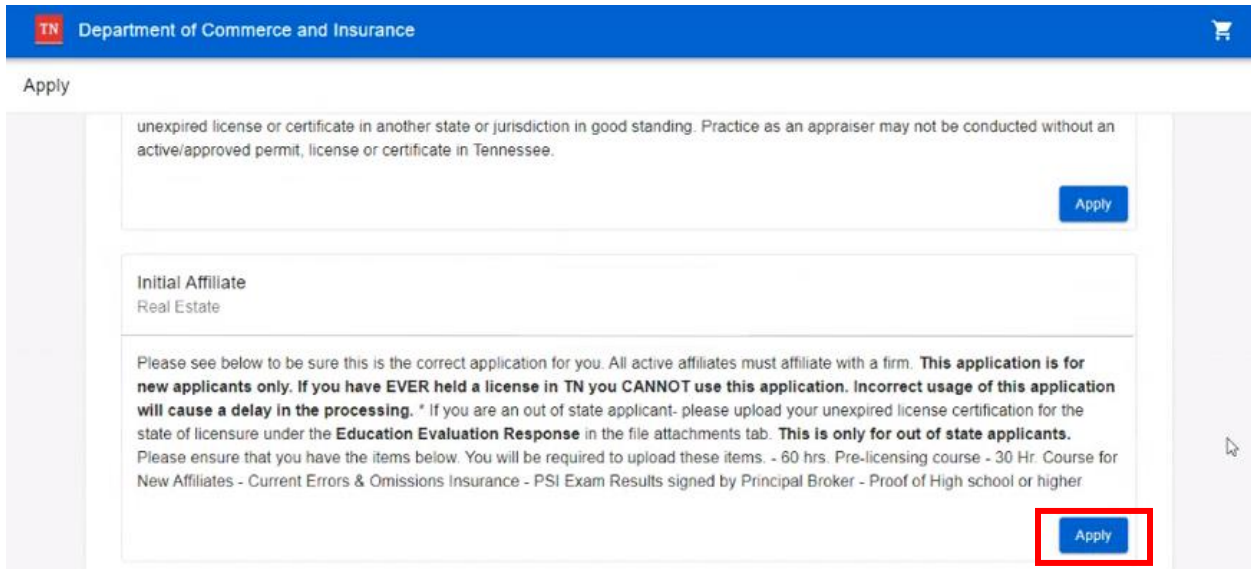
Then you'll be able to sign into your account.



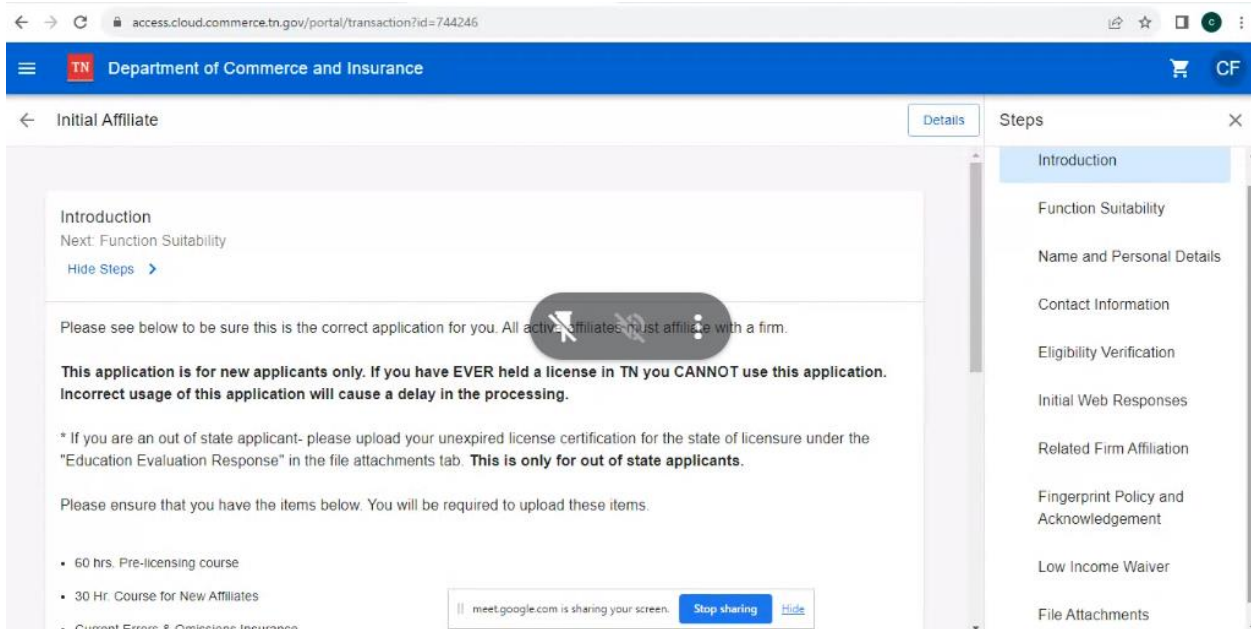
Once you log in, select "Apply," that will lead you to where you can search to apply for the Initial Affiliate license.



Select "Apply" when you see the Initial Affiliate option.



This will lead you to the introduction page and you'll need to answer the following questions and provide the correct documentation.



Initial Affiliate

- 60 hrs. Pre-licensing course
- 30 Hr. Course for New Affiliates
- Current Errors & Omissions Insurance
- PSI Exam Results signed by Principal Broker
- Proof of High school or higher

Each applicant who passes the examination shall submit an application for the appropriate license to the commission. If such application is not filed within six (6) months after the date of the examination passed, the applicant must retake and pass the examination in order to be eligible for a license.

Next

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- File Attachments

Use of this system constitutes consent to monitoring, recording, and disclosure of all activities. There is no right to privacy in this system. meet.google.com is sharing your screen. Stop sharing Hide

Answer the following questions:

Initial Affiliate

**This application is for new applicants only. If you have EVER held a license in TN you CANNOT use this application. Incorrect usage of this application will cause a delay in the processing.**

Are you or your spouse an active member of the U.S. armed forces, reserve, or Tennessee National Guard unit? AND do you hold a valid, current, and active license in good standing in another state or jurisdiction and wish to apply for an exemption for up to one year? \*

Yes

No

Are you 18 year or older? \*

Yes

No

Have you passed the agent's license test? \*

Yes

No

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Initial Affiliate Details Steps

**This application is for new applicants only. If you have EVER held a license in TN you CANNOT use this application. Incorrect usage of this application will cause a delay in the processing.**

Are you or your spouse an active member of the U.S. armed forces, reserve, or Tennessee National Guard unit? AND do you hold a valid, current, and active license in good standing in another state or jurisdiction and wish to apply for an exemption for up to one year? \*

Yes  
 No

Are you 18 year or older? \*

Yes  
 No

Have you passed the agent's license test? \*

Yes  
 No

Are you affiliated with a firm? \*

Yes  
 No

Have you ever been refused or had a real estate or timeshare salesperson license revoked, suspended, reprimanded or fined? \*

Yes  
 No

Have you ever been refused or had a real estate or timeshare salesperson license revoked, suspended, reprimanded or fined? \*

Yes  
 No

Do you have a minimum of a high school diploma or GED? \*

Yes  
 No

Have you ever held a license in TN? \*

Yes  
 No

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- Eligibility Verification
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Then enter in your name and personal details:

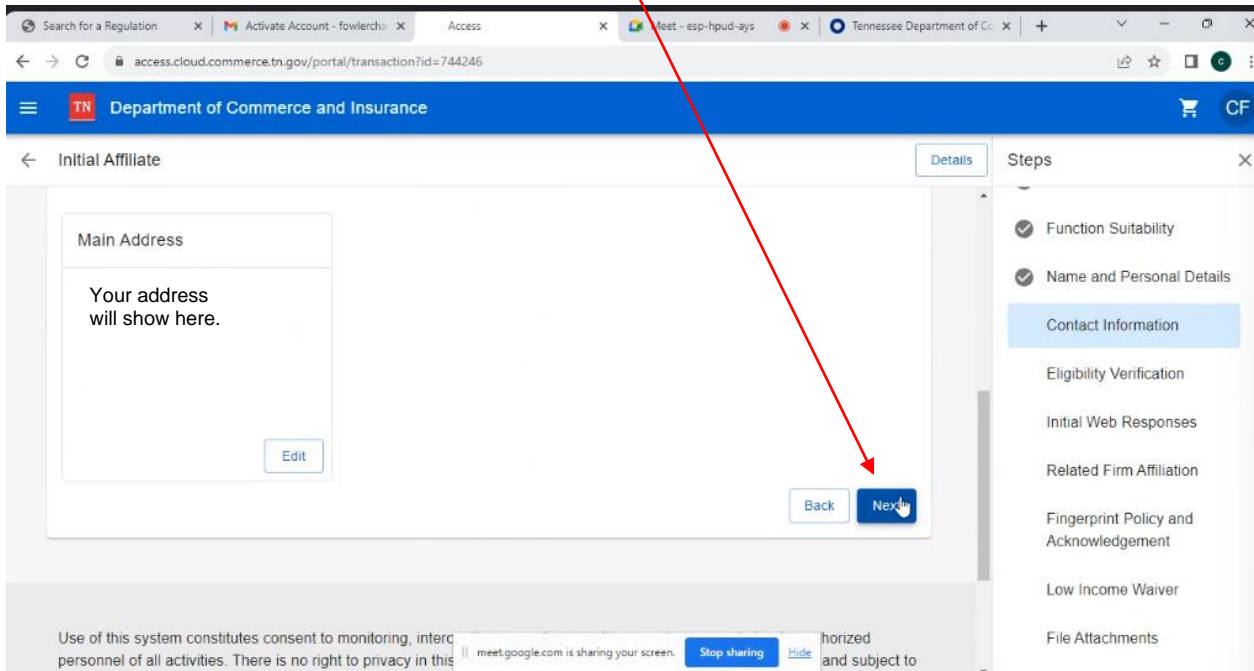
This screenshot shows the 'Initial Affiliate' application form. The 'Name and Personal Details' step is highlighted in the 'Steps' sidebar. The form includes fields for Suffix, Social Security Number (with a mask and a note to 'Enter with no spaces or dashes'), and Birthdate (with a date picker and a note: 'Incomplete information will delay the processing of your application. Ensure all data is accurate.'). There are 'Back' and 'Next' buttons at the bottom.

Add your address:

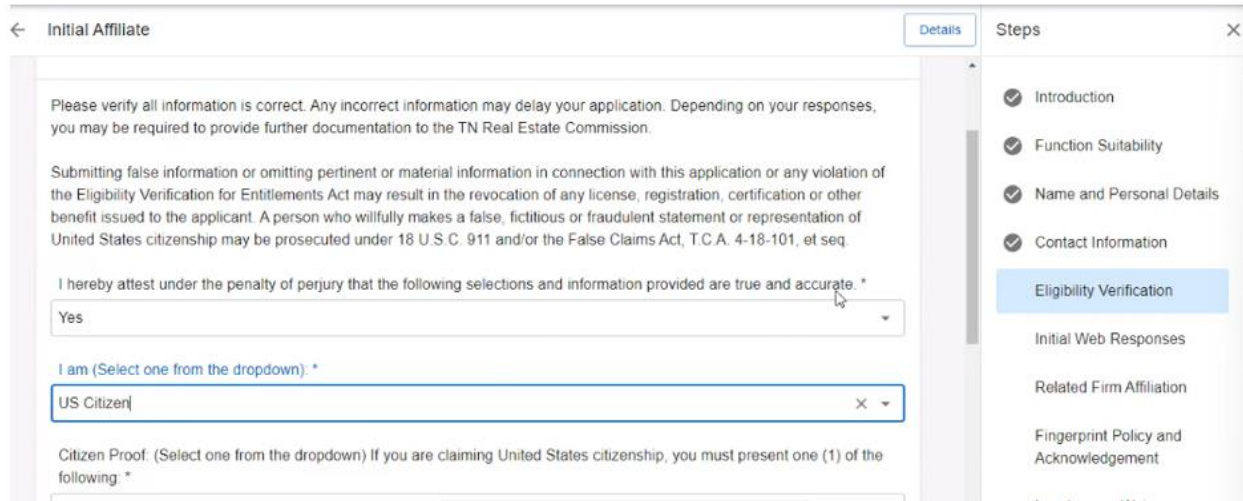
This screenshot shows the 'Initial Affiliate' application form with the 'Contact Information' step highlighted in the 'Steps' sidebar. The 'Action Needed' section shows a 'Main Address' field with the message 'This address is required.' and an 'Add' button. The 'Available Information' section is currently empty.

This screenshot shows a browser window displaying the 'Contact Information' form. The address fields are: Address Type (Main Address), Street Number, Street Name (715), Address Line 2, and Address Line 3. A warning message at the top states: 'Inaccurate information will delay processing of your application. Please ensure all Contact Information is accurate.'

Once your information has been updated select "Next."



Continue answering the following questions:





Have you ever plead guilty, nolo contendere, or been convicted of any criminal offense?(Do not include traffic violations.)\*

No

Have you ever had a complaint filed against you with any regulatory agency or with any court? \*

Have you ever been refused or had a real estate license revoked, suspended, reprimanded or fined? \*

Have you ever been refused a license or had a license revoked, suspended, reprimanded or fined by any federal, state or local government?(Do not include motor vehicle license.)\*

Do you now hold or have you ever held a TimeShare or real estate license in TN or any other state? \*

- Introduction
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Have you ever been refused or had a real estate license revoked, suspended, reprimanded or fined? \*

No

Have you ever been refused a license or had a license revoked, suspended, reprimanded or fined by any federal, state or local government?(Do not include motor vehicle license.)\*

No

Do you now hold or have you ever held a TimeShare or real estate license in TN or any other state? \*

Have you ever held a real estate license in Tn or any other state?

Asterisks ( \* ) are mandatory fields.

Back Next

- Introduction
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Then you'll need to fill in the Firm Information:

Initial Affiliate

Enter Firm Name Here: \*

Realty One Group Music City

Enter Firm Address Here: \*

600A Frazier Drive Suite 123 Franklin TN 37067

Enter Firm License Number Here: \*

263665

Enter Firm Phone Number Here: \*

615

Enter Name of Principal Broker: \*

Details

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For Franklin agents it is the following:  
Firm Name: Realty One Group Music City  
Firm Address: 600 A Frazier Dr. Ste 123 Franklin, TN 37067  
Firm License Number: 263665  
Firm Phone Number: #615-636-8244  
Name of Principal Broker: Jason Hoover

Principal Broker's License Number: 338337  
For Nashville agents it is the following:  
Firm Name: Realty One Group Music City- Nashville  
Firm Address: 2920 Berry Hill Dr. Ste 210 Nashville, TN 37204  
Firm License Number: 264732  
Firm Phone Number: #615-925-0204  
Name of Principal Broker: Monte Mohr  
Principal Broker's License Number: 262905

Once that is filled in and updated, you'll need to continue the application by answering the following:

← Initial Affiliate Details Steps ×

procedures for challenging the accuracy of the results of the criminal history record as they relate to your eligibility for licensure, registration, and/or certification. [Click here](#) to review a copy of our Policy and Privacy Rights Statement.

I understand that the results of a fingerprint-based criminal history record check shall be used solely for the purpose of determining licensure, registration, and/or certification and will not be disseminated outside the Department of Commerce and Insurance other than to the applicant upon request. \*

Yes

No

I understand that I may request a copy of the criminal history record for the purpose of being considered for licensure, registration, and/or certification. I understand that I may appeal the accuracy of these results and have received a copy of the Fingerprint-Based Criminal History Record Check Policy which advises me of the appeal process. \*

Yes

No

I hereby acknowledge that I have read and understand the Fingerprint-Based Criminal History Record Check Policy and Privacy Rights Statement. \*

Yes

No

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- Introduction
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- Name and Personal Details
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- Eligibility Verification
- Initial Web Responses
- Related Firm Affiliation
- Fingerprint Policy and Acknowledgement**
- Low Income Waiver

Answer the following:

← Initial Affiliate Details Steps ×

**Low Income Waiver**  
Next: File Attachments  
[Hide Steps](#) >

Please verify all information is correct. Any incorrect information may delay your application. Depending on your responses, you may be required to provide further documentation to the TN Real Estate Commission.

Pursuant to T.C.A. 62-76-105, please identify whether or not you are applying for a waiver of initial licensure fees. **If you select "Yes," below, you will be required to provide proof of public assistance in the attachments screen.**

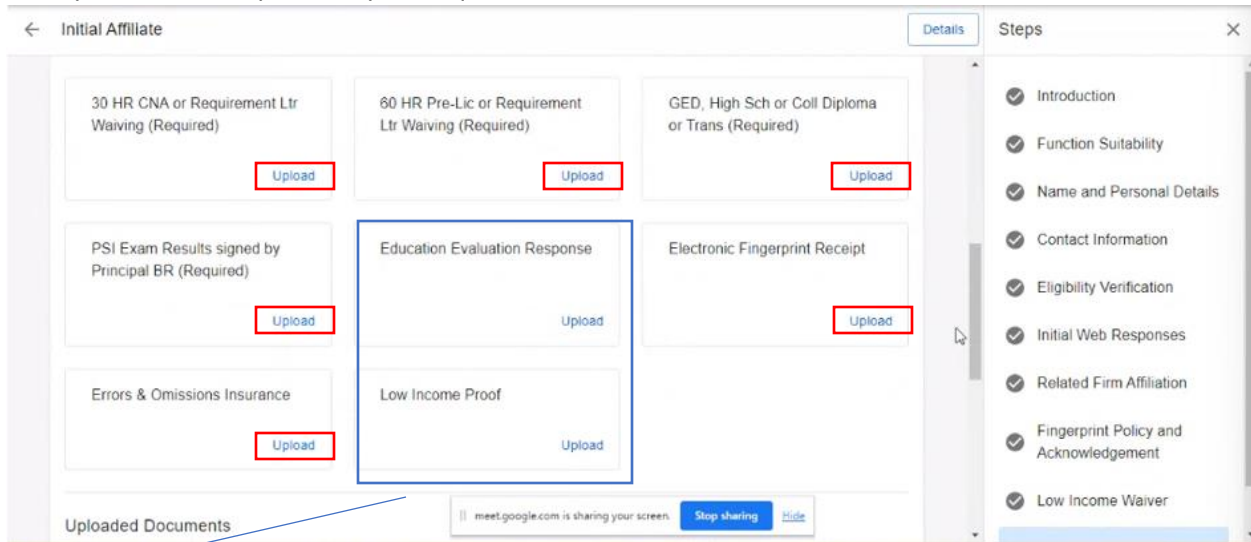
Please note that this waiver does not apply to federal fees, if applicable. If you qualify for this waiver, you are still required to pay the federal fees.

Are you a recipient of a state or federal public assistance program such as temporary assistance for needy families (TANF), Medicaid, supplemental nutrition assistance program (SNAP), or any other state or public assistance program? \*

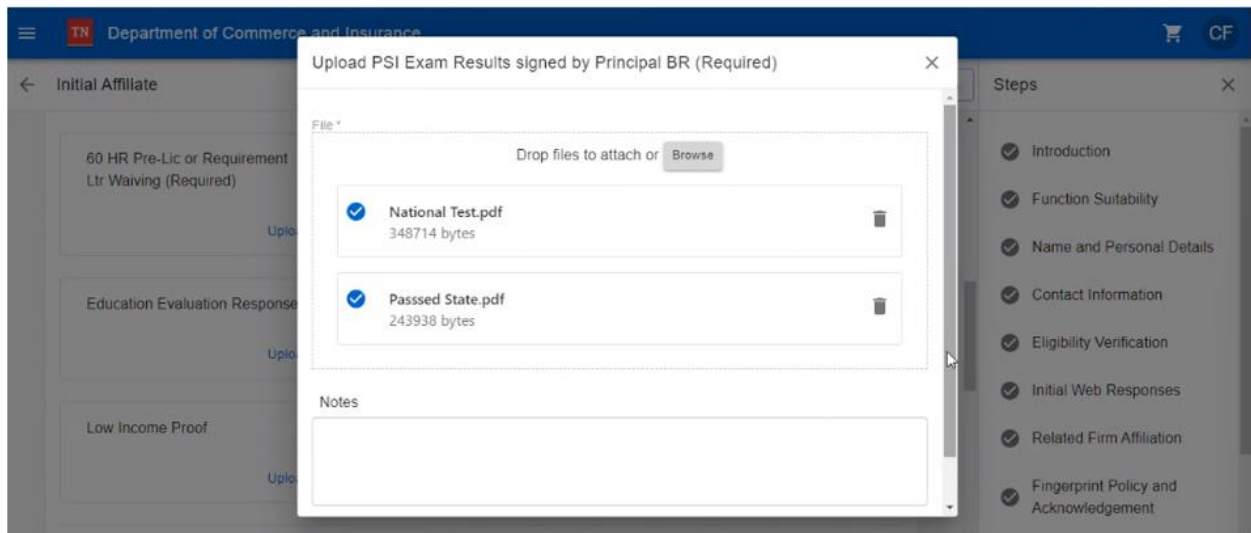
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- Low Income Waiver**

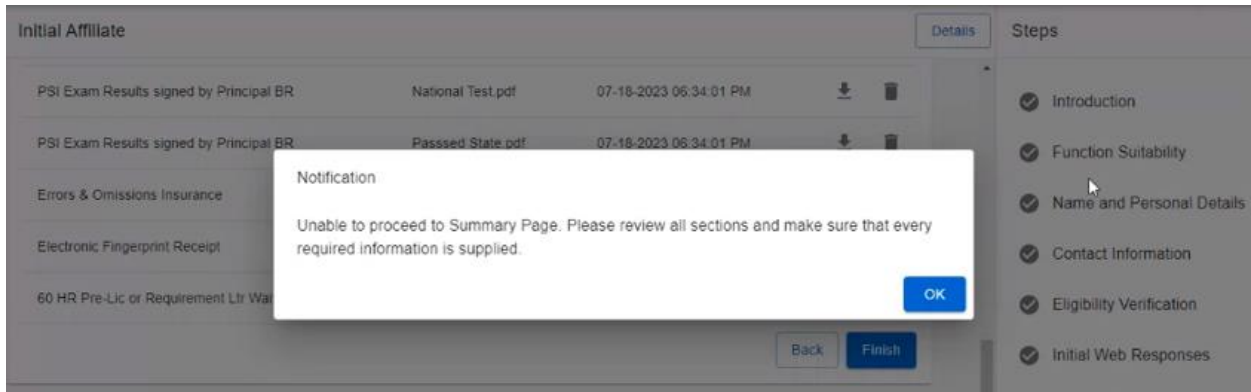
Then you'll need to upload all your required documentation.



\*You will not need to upload the Education Evaluation Response document unless you are licensed in another state and are getting your license for the first time in Tennessee. Also, you will not need to upload Low Income proof unless you selected that option in the Eligibility Verification section of the application.

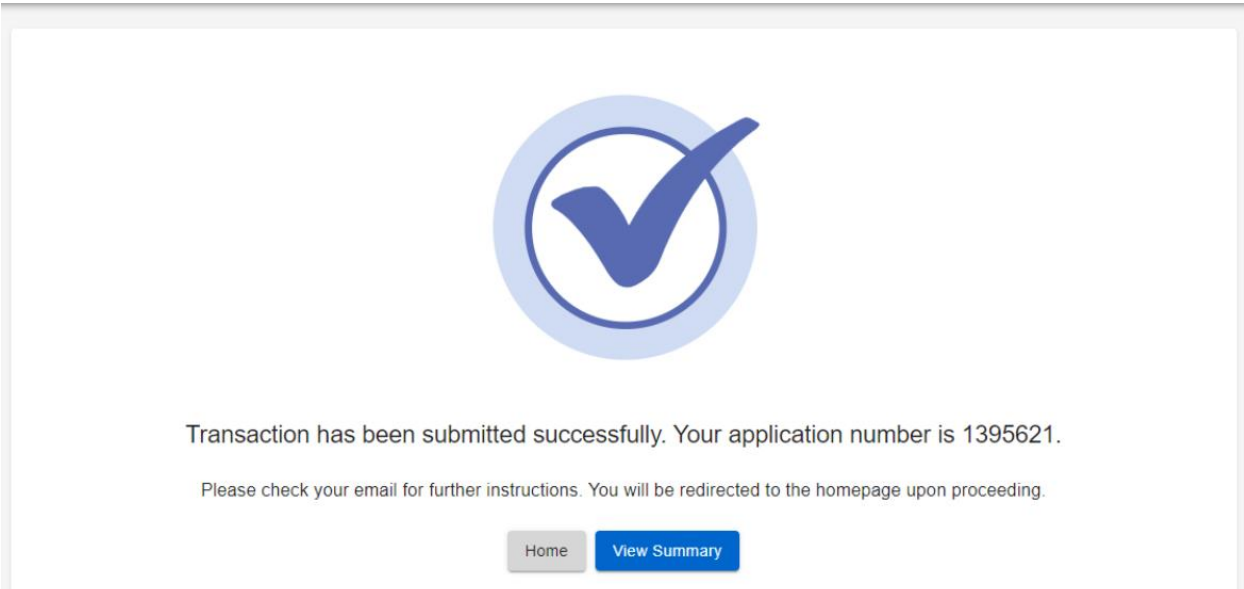


If you are missing any documents, you'll get the following notification:



Once everything has been uploaded, you'll be able to select Finish and pay the fee for your license.

When your application has been submitted, you'll see the following notification:



Your application will be finished, and you'll be notified when your license goes active.

Congratulations!!!