

TRANSFERRING YOUR LICENSE WITH TREC

Go to <https://www.tn.gov/commerce/regboards/trec.html>

Select Transfer

Real Estate Commission

Apply / Renew License | Verify a License | **Transfer**

Created in 1951, The Tennessee Real Estate Commission licenses, registers and regulates real estate brokers and affiliate brokers, real estate firms, rental location agents, time-share salespersons and developments, vacation clubs and vacation lodging services.

The Commission also enacts rules addressing professional conduct and standards of practice.

The mission of the Tennessee Real Estate Commission is to protect the public through establishment and administration of minimum requirements for candidates and licensees, effective professional education of licensees and enforcement of professional conduct.

ATTENTION Educator Providers: the new TREC CORE 2021-2022 outline is now available

> COVID-19 Updates

Login with your User ID & Password

Comprehensive Online Regulatory & Enforcement System

Thank you for visiting CORE! We are performing scheduled maintenance to improve the website. We expect the system to be down at 5:00pm CST daily for up to 30 minutes. If you need assistance, please call 615-741-2241. We are available Monday-Friday between 8:00am to 4:30pm CST.

Returning User
* * are required.
*User ID:
*Password:
Sign In

New User
Register a new account

THIS SYSTEM IS FOR AUTHORIZED USE ONLY!

The first Option is to manage your license. Click the 1st Select

Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished.

- Manage your license, permit, registration, or company filing
Affiliate Broker #355348 **Select**
- Apply for a new type of license, permit, registration, or certificate of authority -- NOT FOR RENEWAL

What are you applying for?

Click to Drop down the Menu and Select **TRANSFER** and hit Select

This screenshot shows the 'License/Permit Type: Affiliate Broker' page. The user is logged in as 'Payne, Kaylie'. The page displays license details: License Number #355348, Address 512B Snyder Ave NASHVILLE TN 37209, License Status Active, and License Expiry 04/13/2022. A dropdown menu is open, listing application types: '<Choose Application>', 'Broker Upgrade', 'Change Home Address', 'License Certification', 'Name Change', 'Print License Certificate', 'Request Duplicate License', 'Retire Agent', and 'TRANSFER'. A red arrow points to the 'TRANSFER' option. Another red arrow points to the 'Select' button. Below the dropdown are buttons for 'Insurance Info', 'Show CE', and 'Cancel'.

Click **Next** to continue

This screenshot shows the 'Introduction' step of the application process. The title is 'TRANSFER - Introduction'. The text reads: 'Welcome to the Department of Commerce and Insurance's Online Licensing Services. Press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu. Final processing of your application is subject to administrative review.' On the right side, there are 'Next' and 'Cancel' buttons. A red arrow points to the 'Next' button.

You should have your signed TREC form with both Brokers Signatures. Select **Yes** and click **Next**

This screenshot shows the 'Function Suitability' step. The title is 'TRANSFER - Function Suitability'. The text reads: 'Answer the questions and press "Next": Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.' A question is displayed: 'Do you have completed TREC form signed by both your releasing broker and your receiving broker? (Must provide a notarized completed affidavit for release in lieu of releasing brokers signature?)'. The 'Answer' section has 'Yes' selected with a radio button. Below the question are 'Previous', 'Next', and 'Cancel' buttons. Red arrows point to the 'Yes' radio button and the 'Next' button.

Verify your information is correct on this screen and select **Next**

This screenshot shows the 'Name and Personal Details' step. The title is 'TRANSFER - Name and Personal Details'. The text reads: 'Press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.' The form fields are: First Name: Kaylie, Middle Name: (empty), Last Name: Payne, Suffix: (empty), Social Security Number: (masked with asterisks), Social Security Number (confirm): (masked with asterisks), Birthdate: (empty), Gender: Female (dropdown menu). At the bottom right are 'Previous', 'Next', and 'Cancel' buttons. A red arrow points to the 'Next' button.

Verify your information is correct on this screen and select **Next**

TRANSFER - Contact Information

Press "Back" to return to previous page.
Press "Continue" to go to next page.
Press "Cancel" if you do not want to save your changes.
If Delete Button is available, Press "Delete" to delete the address.
If Copy Button is available, Press "Copy" to copy a previously entered address.
Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.
Select an address type and press "Add" to add a new address.

[-] Main Address

Street Number:

Address:

Zip Code: [LookUp](#)

City:

State:

Country:

Phone Number: (999-999-9999)

Extension:

E-mail:

Fax #:

Website:

Add Another Contact

Contact Type: [Add](#)

[Previous](#) [Next](#) [Cancel](#)

In the drop down, Select **TREC Form** and attached your SIGNED copy by both Brokers and select **Attach**

TRANSFER - File Attachments

The required documents that should be attached to this application are located in the Attachment List. Select an attachment type from the list and then locate your file with the "Browse" button. Add notes as needed then select the Attach button. Once attached you can View or Remove each attachment as needed. When all attachments are completed select the "Next" button.

After the application is submitted you will not be able to attach any further documents to this application. Please attach all required items now to avoid a delay in processing. If you have to submit any documents after submittal please use trc_info@trn.gov to submit any additional documents- Be sure to include First and Last name and application applied for in the subject of the email.

The required documents that should be attached to this application are located in the "Attachment List".

Select an attachment type from the list, and then locate your file with the "Browse" button.

Add notes as needed, then select the "Attach" or "Save" button.

Once attached you can "View" or "Remove" each attachment as needed.

When all attachments are completed, select the "Next" button.

Attachment List:

File:

Notes:

[Attach](#) [Previous](#) [Next](#) [Cancel](#)

Next you will select **Errors & Omissions Insurance** and attached your active policy and select **Attach**

TRANSFER - File Attachments

The required documents that should be attached to this application are located in the Attachment List. Select an attachment type from the list and then locate your file with the "Browse" button. Add notes as needed then select the Attach button. Once attached you can View or Remove each attachment as needed. When all attachments are completed select the "Next" button.

After the application is submitted you will not be able to attach any further documents to this application. Please attach all required items now to avoid a delay in processing. If you have to submit any documents after submittal please use trc_info@trn.gov to submit any additional documents- Be sure to include First and Last name and application applied for in the subject of the email.

The required documents that should be attached to this application are located in the "Attachment List".

Select an attachment type from the list, and then locate your file with the "Browse" button.

Add notes as needed, then select the "Attach" or "Save" button.

Once attached you can "View" or "Remove" each attachment as needed.

When all attachments are completed, select the "Next" button.

File Name	Attachment Type	Notes	Actions
TREC - Kayle Payne (1).pdf	TREC Form		View Remove

Files Attached 1 of 3

Attachment List:

File:

Notes:

[Attach](#) [Previous](#) [Next](#) [Cancel](#)

Make sure you have both attachments uploaded

Once attached you can "View" or "Remove" each attachment as needed.
When all attachments are completed, select the "Next" button.

File Name	Attachment Type	Notes	Actions
TREC - Kaylie Payne (1).pdf	TREC Form		View Remove
E&O 2021-2023.pdf	Errors & Omissions Insurance		View Remove

Files Attached: 2 of 3

Attachment List:

File: No file chosen

Notes:

This is to also verify that you have uploaded all required documents. If applicable, attach **Affidavit for Release** as well. Click **Next** once you have verified all required documents are attached.

Update Profile | Logoff | Contact Us

TRANSFER - Attachments

The required documents that should be attached to this application are

- Completed TREC - 1 form
- Affidavit for Release (when Required)
- Errors & Omissions Insurance

After this application is submitted you will not be able to attach any further documents. Please attach all documents now to avoid a delay in processing. If you have to submit documents at a later date please email them to trec.info@tn.gov using your license number, name and application type.

Locate a file with the "Browse" button, then select "Open." To finish uploading your attachment, select "Attach."

Press "Next" when there are no more files to attach.
Press "Back" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

File Name: No file chosen

Notes:

Review your Application Summary and Select **Submit** if everything is correct.

TRANSFER - Application summary

Please review your application below for accuracy. Make any necessary changes prior to submission for approval. After an application is submitted you will not be able to attach any further documents to this application. Please attach all required forms now to avoid a delay in processing. If you have to submit any documents after submitted please use trec.info@tn.gov to submit any additional documents. Be sure to include First and Last name and the application applied for in the subject of the email.

Standard Processing time is 10 to 15 business days check www.trec.tn.gov to see current status of application.

Review the data and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application Details	License Type: Affiliate Broker Application Date: 04/07/2021
Personal Details	Full Name: Kaylie Rose Payne <input type="button" value="Edit"/> Social Security Number: ***** Birthdate: Gender: Female
General Address	Main Address <input type="button" value="Edit"/> Phone Number: E-mail: Fax #: Website:
File Attachments	File Name: TREC - Kaylie Payne (1).pdf <input type="button" value="Edit"/> Notes: File Name: E&O 2021-2023.pdf Notes:

Select **Yes** and click **Submit**

Affiliate Broker License #355348 Logged in as Payne, Kaylie
[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction TRANSFER - Attestation
Press "Previous" to return to the previous section.
Press "Submit" to continue.
Press "Cancel" to cancel this application and return to the main menu.

Function Suitability

Name and Personal/Organization Details

Contact Information

File Attachments

Attachments Yes
 No

Summary (pre-fees)


[Previous](#) [Submit](#) [Cancel](#)

Select **Pay Now** (There is a \$25 fee to transfer your license)

Affiliate Broker License #355348 Logged in as Payne, Kaylie
[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Fee and Summary Report
Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
You are required to pay the amount below for your application to be processed.
Press "Pay Now" to proceed to the fee payment page.

Fees	
Transfer Fee:	\$25.00
Total Amount Due:	\$25.00

[Pay Now](#) [View PDF Summary Report](#) 

© 2015. Iron Data

Verify your information. Select the **\$25** circle and choose your **method of payment**. Click **Next**

Affiliate Broker License #355348 Logged in as Payne, Kaylie
[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Online Application Payment
Select the application(s) that you wish to pay for and press "Next" to continue.
Press "Show Fee Details" to show a breakdown of the fee amounts
Press "Cancel" to return to the Quick Start Menu.

Application Number	Description	License Number	License Type	Applicant Name	Fee
1280534	TRANSFER	355348	Real Estate Broker/Affiliate/Timeshare Sales	Payne, Kaylie Rose	\$25.00 <input checked="" type="radio"/>

Payment Method

American Express
 Discover
 eCheck
 MasterCard
 Visa

[Next](#) [Show Fee Details](#) [Cancel](#)

Click **Next**

Affiliate Broker License #355348 Logged in as Payne, Kaylie
[Update Profile](#) | [Logout](#) | [Contact Us](#)

Confirm Payment Details
To proceed with the payment process for the displayed application(s), and payment method, click "Next".
Press "Cancel" if you wish to return to the Online Application Payment screen to select a different payment method.

Application Number	Description	Applicant Name	Fee
1280534	TRANSFER		\$25.00
Total			\$25.00

Payment Method: Visa

[Next](#) [Cancel](#)

Verify your billing information and provide your credit card information. Select **Submit**

Payment Card Information
The Billing Information pre-populated below was obtained from the MA - Main Address associated with your license or permit.
You may use any of the identified accepted payment card types without returning to the previous screens to change your method of payment.
I hereby attest, under penalty of perjury, by pressing "Submit", that I am authorized to make payment from the account entered into the "Payment Card Information" fields and that, by pressing that button, I am authorizing such payment to be made. I understand that failure of such payment to process correctly may result in penalties as if I had not made the payment at all and I may remain liable for such charges, as provided by law, as well as any penalties that may attach.
Change your billing information if necessary. Enter your payment card information, then press "Submit" to continue.
Press "Cancel" to cancel this payment process.

Billing Information	Payment Card Information
<p>Name: Payne, Kaylie Rose</p> <p>Mailing Address:</p> <p>City: NASHVILLE</p> <p>Country: United States</p> <p>State: Tennessee</p> <p>Zip/Postal Code: 37209</p> <p>Phone Number:</p> <p>Email Address:</p>	<p>Accepted: American Express, Discover, MasterCard, Visa</p> <p>Card Number:</p> <p>Expiration Month:</p> <p>Expiration Year:</p> <p>CVV:</p> <p>Amount: \$25.00</p>

[Submit](#) [Cancel](#)

Make sure you receive "Payment Success" and select **Next**

Affiliate Broker License #355348 Logged in as Payne, Kaylie
[Update Profile](#) | [Logout](#) | [Contact Us](#)

Online Application Payment Success
Press "Next" to return to the Quick Start menu.

Amount Paid: \$25.00
Transaction Identifier: 3803585027
Trace Number: 1731375

Application Number	Description	Applicant Name	Fee
2501-1280534	TRANSFER	Payne, Kaylie Rose	\$25.00

[Next](#)

You will be brought back to the **Quick Start Menu** where you can view your **Application Status**

Logged in as *Payne, Kaylie*
Update Profile | Logoff | Contact Us

Quick Start Menu
To start choose an option and you will return to this Quick Start menu after you have finished.

- Manage your license, permit, registration, or company filing
Affiliate Broker #355348 [Select](#)
- Apply for a new type of license, permit, registration, or certificate of authority -- NOT FOR RENEWAL
What are you applying for?
<Choose Board> [Select](#)
<Choose Activity> [Select](#)
- View Application Status**
Real Estate Commission - TRANSFER Status: Open [Details](#)
- Additional Activities
Authorized Representative [Select](#)
Add existing license, permit, registration, or certificate of authority to your account [Select](#)

Click **Details** and you can view the Status

Logged in as *Payne, Kaylie*
Update Profile | Logoff | Contact Us

Quick Start Menu
To start choose an option and you will return to this Quick Start menu after you have finished.

- Manage your license, permit, registration, or company filing
Affiliate Broker #355348 [Select](#)
- Apply for a new type of license, permit, registration, or certificate of authority -- NOT FOR RENEWAL
What are you applying for?
<Choose Board> [Select](#)
<Choose Activity> [Select](#)
- View Application Status
Real Estate Commission - TRANSFER Status: Open [Details](#)
- Additional Activities
Authorized Representative [Select](#)
Add existing license, permit, registration, or certificate of authority to your account [Select](#)

Submission Date 04/07/2021
Application Name TRANSFER
Application Number 1280534
Status Open

Deficiencies
Please allow a minimum of 3-5 business days for staff to update your application. The board staff will reach out about any remaining deficiencies. In 3-5 business you may check the status of your license.