

**A N A G E N T
O F
I N T E G R I T Y**



Orientation Booklet

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New Agent To Do

Not a New Agent? Turn to Page 9



- ___ Sales Agent Course Completion with Passing Grade
- ___ Pass Pearson VUE Test
- ___ Apply to Maine State Commission (\$121)
See Next page for Link. Have license number from "Pass" Exam
- ___ Apply to Realtor Association (\$497 +\$150)
<https://kvbr.org/membership-applications/>
- ___ You will receive Your MLS Password/Sign On
- ___ Create Docu-sign Account (Unlimited Plan \$20/month)
- ___ Once you receive MLS log in, you will link to zip forms
- ___ Annual Ethics Training (within the year)
- ___ Receive Integrity Email Set Up
- ___ Submit Bio to DB/Office Manager
- ___ Create Realtor Social Media Page (optional)
- ___ 5 Hours On the MLS Flex/ Zip Forms Recommended
- ___ Attend 2 Showings Recommended
- ___ Attend 1 Open House Recommended
- ___ Attend 1 Closing Recommended
- ___ Complete New Agent Orientation
- ___ Complete New Agent Scavenger Hunt

StateMaine Commission PW/User _____

Realtor Association PW/User _____

MLS PW/User _____

Email PW/User _____

Website PW/User _____



Applying for State License



Go to:

<https://www.maine.gov/pfr/professionallicensing/professionals/real-estate-commission/licensing/individual-licenses#4>

Click On Real Estate Sales Agent and it will bring you down to below and click Apply Now

How to apply

Fees

- Application/License fee: \$100
- Criminal Records Check Fee: \$21

Term

- 2 Years (non-renewable)

Apply Now

- [Apply online](#)

Requirements

General Requirements

- Completed License Application
- Hold a high school diploma or equivalent.
- Be at least 18 at time of application for the license.

How to qualify for the license

- Complete the Sales Agent course with a minimum final grade of 75%;
AND
- Pass the sales agent licensing examination, administered by Pearson VUE, with a minimum final grade of 75% within one year of passing the Sales Agent course.

IMPORTANT NOTE - Application for the sales agent license must be made within one (1) year of passing the licensing examination.

Click [Candidate Handbook](#) for more detailed information about licensing requirements and instructions for scheduling an examination.



Applying for State License


Click 'Apply for a License' and select 'continue' at the bottom of the selection list


REAL ESTATE COMMISSION

[« Go Back to Regulation](#)

Main Menu

Please select from the following options:

- Apply for a license** 
- Renew a license**
Renew your license and update your contact and license-related information.
- Check the Status of an Application**
Check the status of outstanding application items and submit additional documentation online.
- Update contact information *only* (no fee)**
Change your license contact information including address, phone, and email.
- Change of License Application**
Current Maine licensees only, register a change to your current license (such as agency affiliation, activate or inactivate, broker to designated broker,...)
[View more](#) +
- Agency Record Modification**
This option will be available soon. The manual form may be accessed [here](#).
- Request a copy of my license**
Select this option to request that a copy of your license be sent via email.
- Change Account Information**
Individual Licensees Only Change your password or secret question. This option is not available for companies.

[Continue](#) 

Applying for State License

Click 'Sales Agent License' and select 'continue' at the bottom of the selection list


REAL ESTATE COMMISSION


[« Go Back to Main Menu](#)

License Application Menu

Please select the type of license desired. These online applications are for active licenses only; to apply for an inactive license, please contact the Maine Real Estate Commission directly.

For more information on the requirements for each type of license, please refer to the [Real Estate Commission's website](#).

- Sales Agent license** 
This option is available within one year of passing the sales agent exam. HOWEVER, if you previously held a Maine Sales Agent...
[View more](#) +
- Associate Broker license**
This option requires that you have been licensed as an active Sales Agent affiliated with a real estate brokerage agency for 2...
[View more](#) +
- Broker license**
This option requires that you have been licensed as a Associate Broker affiliated with a real estate brokerage agency for 2 years...
[View more](#) +
- Agency license**
This option includes application for licensure as an Association, Branch Office, Corporation, Individual Proprietorship, Limited Liability Company, Limited Partnership, or Partnership



Applying for State License

Select the option that best fits your situation and click 'Continue'

REAL ESTATE COMMISSION

[« Go Back to License Application Menu](#)

Sales Agent License Application Menu

Please select from the following options:

I have passed the Maine required Sales Agent exam

Your exam results must be on file with the REAL ESTATE COMMISSION; as per the instructions on your exam results letter, you...

[View more +](#)

I am licensed as an active salesperson in another state

Please note that a non-resident sales person license is equivalent to a Maine Associate Broker license. You must apply for the Associate...

[View more +](#)

I previously held a Sales Agent license in Maine

Select this option if you once held a Sales Agent license but it is no longer current. Your exam results must be...

[View more +](#)



Enter your license number (New Agents will find this on the passing score document from your exam) and follow the prompts to load the necessary documents

The DB or Office Manager will provide the required DB Authorization forms for this process

Notify the DB once submitted


It takes the state 3-7 days to process as well as perform a background check.

Applying for State License




IMPORTANT STEP!!

Now time to sign up to your local Realtor Association.
You must be a member of one. Our agency is associated with
Kennebec.



Membership Applications

**Dues amounts are calculated from the date of licensure-
not the join date. Applications will be submitted and
processed, then an invoice will be emailed for the amount...

 Kennebec Valley Board of Realtors

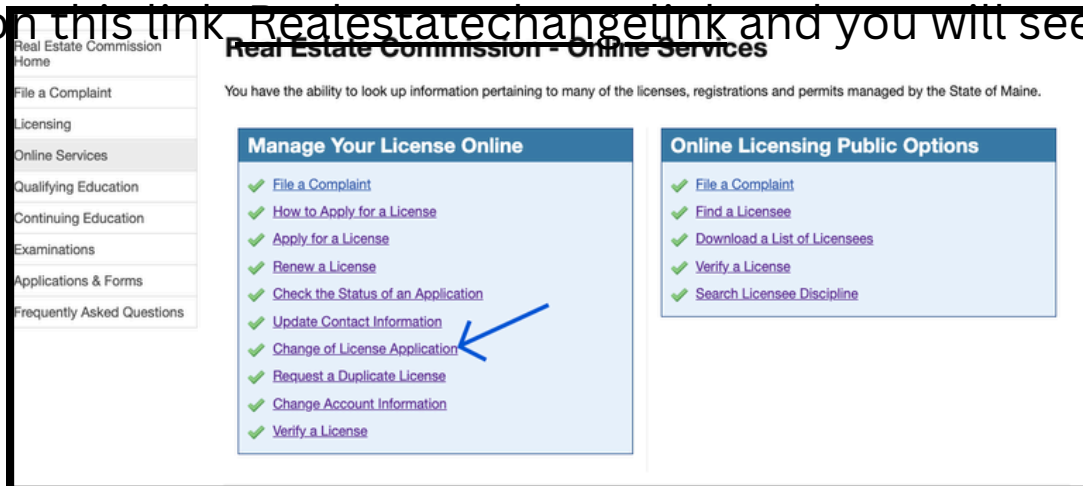
After applying and paying for membership, you will receive an email from KVBR, Tammy Lapierre, with all your sign ons for your MLS, forewarn and zip forms! This will be the Start of your Real Estate Journey!



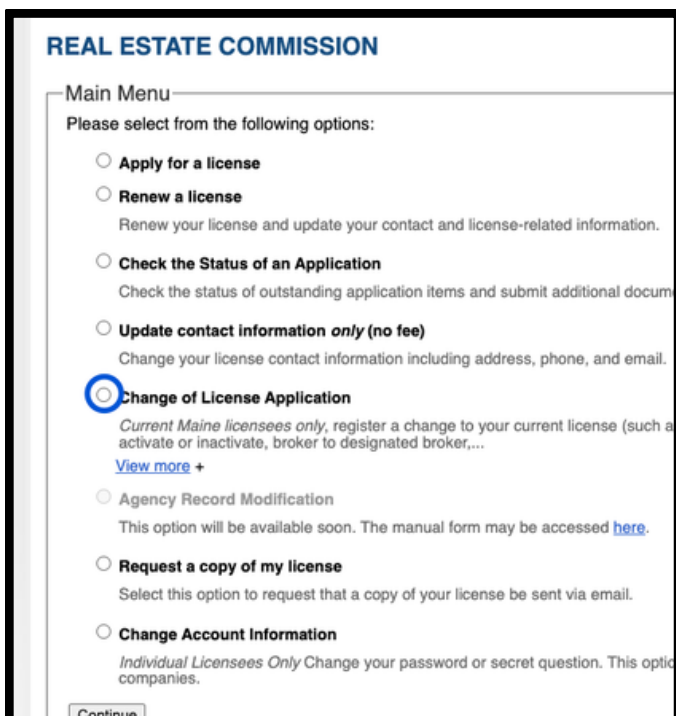
Change of Agency Affiliation

Congrats! You have made the decision to continue your Real Estate Success with Integrity! But what is next? It can take a couple days and often times up to 5 to get approval from the State of Maine Commission change, therefore, before initiating, let's discuss your timeline. When you are ready, the following are instructions for you to begin!

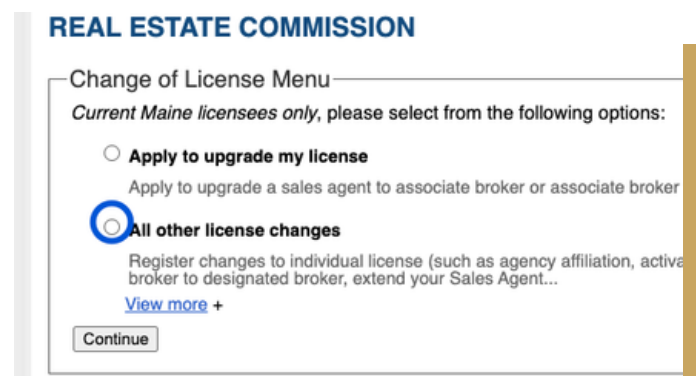
- Obtain the DB Affiliation Signed Form from Buffy Dumont
- Click on this link [Realestatechangeurl](#) and you will see this.



- You will now click on “Change of License Application” (See Above) and go to the next screen.



- THEN click on All Other License Changes



Change of Agency Affiliation

You will then come to this screen where you will enter your License #. From that Screen, it will ask for your prior password used in your last sign on. You may need to update password. If not, the next screen will prompt you for pertinent info such as our Agency Name. It also allows for you to update their contact info they have on file. This would be an excellent time to update your contact info.

Regulatory Licensing & Permitting

REAL ESTATE COMMISSION

— Authentication Information —

Please enter your License Number. ***Required fields.**

License Number*

(Example: XYZ12445)

***Required.**

Continue

Once Submitted, the present agency will NOT be notified of any changes. It's up to the agent to determine a time to sit and speak with their Agency they are exiting and to notify them of the change.

General Resource Links

Apply to The State Of Maine Real Estate Commission

https://licensing.web.maine.gov/cgi-bin/online/licensing/begin.pl?board_number=4060

Search for License for verification--

<https://www.pfr.maine.gov/almsonline/almquery/searchindividual.aspx>

Realtor Association affiliations required 1. State 2.National

1. State: <https://members.kvbr.org/realtor-join>
2. National: <https://www.nar.realtor/>

MLS Member Portal:

<https://me.flexmls.com/ticket>

Contact DB to activate New Agent on the MLS (N User Authorization). MLS will then send the agent user credentials

DocuSign:

<https://www.docusign.com>

Annual Training Code of Ethics Training

Possible Training Resources: Term: Annual Fee: First Year Free \$30/year

The learning group <https://trelg.com/>

New England of RE <https://www.reiofne.com/>



P O L I C I E S & P R O C E D U R E S



The full manual for all Integrity Homes Real Estate Group Policies and procedures can be found here:

Policies and procedures

Once reviewed please confirm with your DB and provide this signed page acknowledging you have read and understood the manual.

Code of Ethics

I _____ have read and understand the policies and procedures to be adhered to by all Agents at Integrity Homes Real Estate Group on this date _____



OFFICE INFORMATION



- Office Location:
 - 11 Violette Way Suite#2 Manchester, ME 04351
- Office Number:
 - 207-213-6650
- Office Access:
 - Front Door lockbox: Key is in lock box. Lock Box 4425
 - Interior Door key code: 4141 enter
- Office Use
 - All agents are welcome to utilize the office space for client meetings, or general working time at their own schedule
 - Team meetings will be held in the office (and via Zoom) every other Thursday at 11AM
- Office Resources:
 - Agents have access to the office printer and other office supplies for client use
- Office Guidelines
 - This is a shared space, please keep usage professional and tidy up after use



COMPANY SOCIAL MEDIA / TEAM PLATFORMS



Facebook Page (Internal Team)

- DB or Office admin will add new Agents to the official Integrity Homes Team Facebook Page
- Agents are encouraged to share ideas, upcoming listings and resources with the team
- This page should remain professional and only used for Real Estate related activities
- Locate the google Google Doc, notify Marketing of you listing or a change in the listing by completing. Marketing will then create a flyer with said property and advertise its info and your success.
- The same personal meeting link is used for meetings. The link is found under featured

Facebook Corp Page

- Integrity Homes Real Estate Group, PC
- Don't forget to tag the page so that it will cross post your info and help market your business/
- Graphics are created and posted once google doc is completed.

