

**JETER**



**GROUP**



REALTOR<sup>®</sup>

THE JETER GROUP

**270.909.1003**

**[tjgrealty.com](http://tjgrealty.com)**

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**4590 US Hwy 62 Calvert  
City, KY 42029**

**1642 State Route 121 N  
Murray, KY 4207**

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# THE JETER GROUP

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Crystal Jeter has been helping clients to buy, sell, and invest in real estate in 20 Western KY Counties over 18 years. The Jeter Group is an award-winning, multi-million dollar producing team.

In 2024 The Jeter Group sealed 205 deals which was over \$43 million in volume.

If you are looking for a professional real estate team to join, The Jeter Group would be honored to be that partner.





The Jeter Group is a team and here to help you be successful. Our Mission is to provide the community with an excellent real estate experience and for our team members to thrive in their careers. Our Vision is to train, inspire, and lead our team through work ethic, technology, education, and accountability. We offer the ability and opportunity to grow professionally, personally, and financially.

Thank you for considering our company as your work family. We can't wait to see what you accomplish!



*Crystal Jeter*



# AGENT TOOL KIT

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**Zillow**<sup>®</sup>

**Supra**

dot loop





# WHAT TJG COVERS?

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- MARKETING/ADVERTISING/SOCIAL MEDIA
  - DRONE/PHOTOGRAPHY LISTINGS
  - DESK/OFFICE FEES
  - PRINTER/SCANNER FEES
  - PROMO ITEMS
  - CLOSING GIFTS FOR CLIENTS
  - SHIRTS/COATS/SWAG
  - BUSINESS CARDS
  - INSTACARD
  - WEBSITE
  - DOTLOOP/TECHNOLOGY
  - CLIENT EVENTS
  - OFFICE SUPPLIES
  - PROFESSIONAL PHOTOSHOOT
  - FULLTIME STAFF
  - POSTAGE
  - ANNOUNCEMENTS
  - REFERRAL AND LEAD SYSTEMS
  - SIGNAGE - DIRECTIONAL'S, OPEN HOUSE,
  - YARD/COMMERCIALS
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# KY REAL ESTATE LICENSE

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## **Initial Sales Associate License Application Fee**

- If going directly into Inactive Status \$120
- If becoming an Active Agent \$130
- There is an additional \$10 E&O Processing added to the \$120 licensing fee. Initial Broker Application Fee (upgrading from sales associate) \$60

## **Renewals for Licensees (Due by March 31st of every two years)**

- If in Inactive Status \$120
- If an Active Agent/ Broker \$130
- There is an additional \$10 E&O Processing added to the \$120 renewal fee. Opening a New Office \$10

This also applies if the office is changing Principal Brokers, but no other information.

## **Physical Changes to the License**

- Firm Name/Address Change \$10
- Affiliation Change (of Specific Licensee) \$10
- Commence Inactive Status \$10
- Terminating Inactive Status \$30
- Licensee Name Change \$10

## **Education Fees**

- Broker Education Review \$10

## **Education Provider Approvals**

- Contact the Education Coordinator for the breakdown of the fees associated with provider and course approvals.

## **Miscellaneous Fees**

- Examination (Not paid to KREC) \$100
- License History Certification \$10 per copy
- Open Records Request (.10 per page) Fee Varies

## **Late Fees**

- Continuing Education/CORE \$500
- Late Renewal Fee \$200

These late fees are the fee for the late transaction ONLY. This does NOT include the process fee listed above. If the licensee has a cancelled license, the licensee may be subject to additional fees in order to reactivate the license.

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THE FOLLOWING  
INFORMATION IS PROVIDED  
BY OUR AFFILIATES. THE  
JETER GROUP CAN'T  
GUARANTEE ACCURACY OF  
THE INFORMATION  
PROVIDED HEREAFTER.  
PLEASE CONTACT THE  
AFFILIATE TO ENSURE  
RATES AND/OR  
INFORMATION IS UP TO  
DATE.

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**WESTERN KENTUCKY REGIONAL MLS, INC.**  
**MEMBERSHIP TRANSMITTAL FORM**  
*(Please type, print clearly in black ink)*

Membership requested (circle one): MLS and Board Member Affiliate

MLS only Licensed Appraiser

Board only Other \_\_\_\_\_

New Member's full name: \_\_\_\_\_

Home address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Personal/Office e-mail address: \_\_\_\_\_

**(REQUIRED ITEM: remember that expirations and listing deficiency notices will be sent to the email address attached to the listing agent's file in the system.)**

Login name: \_\_\_\_\_ (Login name maximum characters is 20 – but keep it simple)

Password: When you were entered into the system an email was generated to the email address associated with your account with instructions on setting up your password. **IMPORTANT: I HAVE NO ACCESS TO YOUR PASSWORD SO MAKE SURE YOU WRITE IT DOWN. I WILL NOT BE ABLE TO RETREIVE IT FOR YOU. THIS IS FOR YOUR PROTECTION.**

Member Real Estate Board: \_\_\_\_\_

Office with which member affiliated: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Circle one only: Broker DR Owner PB Realtor Staff Affiliate

Notes: \_\_\_\_\_

*IS THE MLS PARTICIPATION AGREEMENT signed and forwarded with this form?:* \_\_\_\_\_

Approved by your Board of Realtors for membership privileges on \_\_\_\_\_

Granted Multiple Listing privileges in your Board on \_\_\_\_\_ by \_\_\_\_\_

MLS \$100 Application Fee collected: \_\_\_\_\_ Date: \_\_\_\_\_

MLS dues collected from date: \_\_\_\_\_ Amount: \_\_\_\_\_

This form submitted by: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**BOARD – retain the original of this form and the Participation Agreement in your files – FAX these forms to the Regional MLS Office for immediate processing and addition to the MLS – PLEASE do not reduce the size of this form during the FAX – verify all areas are complete.**

**REGIONAL MLS OFFICE USE ONLY:**

|   |   |         |                               |
|---|---|---------|-------------------------------|
| Added to system on _____                  | Added                                     | to      | Agent User Code number: _____ |
| Notice on bulletin board in Paragon _____ |   | BOARD   | roster _____ on               |
| Added to Online Training Log _____        | and notify _____                          |         | Email to agent to verify      |
| Security level assigned _____             | Regulations sent with Welcome email _____ | Y _____ | Bylaws & Rules & N            |



WESTERN KENTUCKY REGIONAL MLS, INC.

MLS PARTICIPATION AGREEMENT

(Please print clearly)

Name \_\_\_\_\_

Office

Name \_\_\_\_\_

Office

Address \_\_\_\_\_

Primary Board/Association:

\_\_\_\_\_ **Board of Realtors** agree as a condition of participation in the Multiple Listing Service to abide by all relevant Bylaws, Rules and Regulations and other obligations of participation including payment of fees. I further agree to be bound by the Code of Ethics as published by the National Association of Realtors, including the obligation to submit to ethics hearings and the duty to arbitrate contractual disputes with other REALTORS in accordance with the established procedures of this Association. I understand that a violation of the Code of Ethics may result in termination of my MLS privileges and that I may be assessed an administrative processing fee which may be in addition to any discipline, including fines, that may be imposed.

I acknowledge receipt of a copy of the Bylaws and the Rules and Regulations of the Western Kentucky Regional MLS, Inc.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Apply for a License

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The Kentucky Real Estate Commission protects the public through the regulation, examination, and licensure of real estate sales associates and brokers. If you still have questions regarding licensing after reviewing the website, please feel free to contact KREC at (502) 564-7760 or [PPC.KREC@ky.gov](mailto:PPC.KREC@ky.gov)

## Requirements \_\_\_\_\_ for

Licensure Sales Associates (Applicants must be at least 18 years of age and have a high school diploma or GED before taking steps to obtain a license.)

- Completion of the Kentucky 96-hour pre-license course or six (6) academic credit hours from a college or university in real estate courses
- National Criminal History Check (Background Check)
- Proof of passing the sales associate licensing exam through PSI | [Candidate Testing Information](#)

Graphic: [Apply for a License in 4 Steps](#)  
[Steps to Obtain a Sales Associate License](#)

Broker: (Applicants must be licensed as a Kentucky sales associate, averaging at least twenty (20) hours per week for a minimum of 24 months immediately preceding the filing of the application.)

- Completion of 336 classroom hours or 21 academic credit hours in KREC-approved broker courses | [Required Broker Education Hours](#)
- National Criminal History Check (Background Check)
- Proof of passing the broker licensing exam through PSI | [Candidate Testing Information](#)

Applicants for a broker's license must complete all broker education requirements, obtain a background check, pass the broker examination, and submit his/her license application before March 1, 2022 to use sales associate

pre-license hours towards a broker's license.

## Reciprocal License

KREC currently has reciprocity agreements with Florida, Ohio, Tennessee, and West Virginia.

• [Florida Reciprocity Agreement](#)

• [Ohio Reciprocity Agreement](#)

• [Tennessee Reciprocity Agreement](#)

• [West Virginia Reciprocity Agreement](#)

# 7 SAFETY TIPS FOR NEW AGENTS

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You've made it through hours of, let's face it, often mind-numbingly boring real estate classes. You've passed your state and national exams. You've found the perfect real estate brokerage to hang your license with. You've set your credit card on fire buying supplies and association and MLS memberships. Now you're ready to set the world on fire and become a wildly successful real estate agent!

## How much have you thought about your safety?

Here are a few tips that can help you be safer in your daily activities as a real estate agent.

## DON'T DO IT ALONE

While it's virtually impossible to always have someone with you, there are many times when you can. And it not only helps you be safer, but it can also help your business. Take a partner to an open house (a good lender, home inspector, or contractor – for example). Does the listing have a pool? Tap a local pool store for an expert in pool care. Ask a fellow agent to accompany you on showings. As a new agent, it's an opportunity for you to learn from an experienced agent. Never meet a new client alone. Bring them into your office or meet them at a public coffee shop or café.

## PRACTICE GOOD SITUATIONAL AWARENESS

Every safety expert agrees that proactively preventing a safety issue before it occurs is far superior to reacting to a live safety event. The single best way to avoid a serious situation is to practice good situational awareness. Situational awareness is simply being cognizant and aware of your situation and surroundings. Trust your gut. If something feels wrong, it probably is. There has never been a commission check cut that is worth compromising your safety.

## SCREEN YOUR CONTACTS AND CLIENTS

You have to show your driver's license to rent a car, stay in a hotel, buy a beer, donate blood, or get on an airplane. Yet the real estate industry is reluctant to ask a total stranger to show ID before meeting them, alone, in a vacant house. Yes IDs can be faked. But asking for an ID is a simple step that can prevent many potential safety issues.

## TAKE CLASSES & PRACTICE SELF-DEFENSE

The problem with any method of self-defense is that if the techniques and tools are not regularly practiced, they swiftly lose their effectiveness. There is a reason law enforcement regularly practices — it's to build muscle memory. No one knows how they will react in a situation, and the more you practice, the better chance you have of remembering your self-defense tactics and employing them correctly. This brings up the often discussed topic whenever safety conversions arise of whether to carry a weapon. That's a deeply personal choice, and much of the decision is governed by state and local law and regulations. If you choose to arm yourself, you must frequently practice using your weapon. Always remember that carrying a weapon does not guarantee your personal safety.

## USE A SAFETY APP

Technology can be both a blessing and a curse. In the case of safety, it's much more of a blessing. There are numerous safety apps out there that can be valuable tools in the safety toolbox. But simply installing an app on your phone doesn't help. You have to use it, every time.

## IT'S NOT JUST VIOLENT CRIME

Often forgotten are other safety-related things an agent should be aware of. Be prepared for a breakdown. Make sure your spare tire isn't flat and know how to change a tire. Keep a car safety kit in your trunk with basic tools, flares, and cones. Know what to do if someone suspicious starts following you (drive to a police station or public place). Being alert and aware of your surroundings goes for while you're driving, too. Don't drive when you're exhausted. Another thing agents do is send a lot of email and texts, some involving client financials. Be aware of cybercrime and understand basic preventive tactics.

## SADLY, NOTHING ELIMINATES THE SAFETY THREAT

None of these tips will eliminate the safety threat. They can, however, reduce that threat. Be vigilant, be aware, and never take your safety for granted.

by Jay Thompson

BCF Director, former brokerage owner & Zillow Group employee, and all-around great human.

This article was originally published through Inman News. Jay's Inman column is published every Wednesday.

*Beverly Carter*  
FOUNDATION

# Notes

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# Notes

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