



GUIDING PEOPLE TO THE HOMES OF THEIR DREAMS. LEADING AGENTS TO SUCCESSFUL & FULFILLING CAREERS.

For more than 66 years, Coldwell Banker Hickok & Boardman has demonstrated proven leadership by providing Vermont real estate professionals with the innovative tools they need to grow their business and exceed their goals.

Headquartered in Burlington, Vermont with a real estate center in St. Albans and Vergennes, we maintain extraordinary efficiency for our Clients and Agents, integrating cutting edge technology solutions that provide an advantage, unmatched by our competitors. As a result, our Agents have participated in more real estate sales on average than any other firm in Northwest Vermont since 2008.

**FUELED BY
REPUTATION,
MOTIVATED BY
INNOVATION**

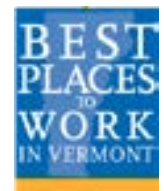
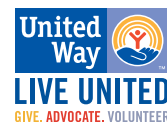
With more than 100 sales associates and dedicated staff - we believe by doing what is right for our Clients first, then what is right for our Agents - the company will succeed.

It is this guiding principle that drives our continued investment in business development and education, technology, and marketing initiatives that result in the greatest exposure for our Clients and the most productive team of Agents in the market.

Our history of providing extraordinary real estate services in Northwest Vermont remains unmatched, as exemplified by our consistent ranking as the “Reader’s Choice” for best real estate agency by Seven Days since 2009; as a Coldwell Banker Chairman’s Circle company, an elite standing placing us in the top 34 Coldwell Banker companies in North America; and continuously ranked with a 99% satisfaction rating by our Clients.

A Brief Example of Services Provided by Our Firm

- LAUNCH: A New agent training and on-boarding program
- On-going training and continuing education courses
- Office space, company email address, business phone and voicemail
- Errors & Omissions Insurance
- Listing marketing services and personal branding opportunities
- Ongoing Agent services in operations, business development, and more
- IT and Help Desk support



Our Process

To be considered for Affiliation, submit a current resume and letter of intent to Careers@HickokandBoardman.com. Allow for an approximately two-week interview process, including phone, virtual, and in-person meetings.



**THE REAL ESTATE COMPANY
THAT SHINES LIKE NO OTHER.**

Licensing Process

- Vermont requires that all potential real estate sales associates be at least 18 years of age and complete a 40 hour pre-licensing class followed by 8 hours of approved continuing education within the first 90 days of licensing.
- A real estate exam is required upon completion of the pre-licensing course. The exam includes 2 parts: Uniform Real Estate Practice and Vermont Real Estate Exam. Uniform RE Exam is offered by PSI testing service (PSIonline.com) at the Assessment Centers located in Burlington and South Burlington.
- Upon passing the uniform exam, an application is submitted including a signed Supervision Agreement from a Principal Broker affiliating you with a VT Real Estate Brokerage Firm. The VT Real Estate Exam is completed at that time.
- Real Estate professionals are typically commission based, Independent Contractors. Compensation agreements vary by Brokerage Firm.
- To best serve Clients, Agents must be available on nights & weekends.

Pre-licensing Course Providers

Education & exam preparation including study guides, classes & other materials:

CBHB.TheCEShop.com

Provider of online courses; discounts available.

Vermont REALTORS®

Provider of In-Person and Online Education

Jess Peck

(802) 229-0513 | VermontRealtors.com

Jess@VermontRealtors.com

Licensing Information

For license application, exam information, rules and regulations governing the real estate profession:

Vermont Secretary of State

Office of Professional Regulation

sos.vermont.gov

Click on Professions, then select Real Estate Brokers & Salesperson from the drop down.

Estimated Expenses and Fees associated with becoming a licensed Real Estate Professional and REALTOR® in Vermont (all fees are approximate – please confirm with appropriate service provider)

Pre-licensing course & Study materials	\$ 250-500.00 +/-	Prime MLS	
Exam registration fee:	\$ 110.00	Application fee	\$ 50.00 one time
License application fee:	\$ 100.00	Quarterly dues	\$ 90.00 per quarter
REALTOR Association Dues:		Lockbox Service	
Application fee	\$ 100.00 one time	eKey (used on your Smart Phone)	
NVRA, VAR, NAR	\$ 881.00 annually*	ActivationMonthly	\$ 50.00 one time
	* (pro-rated/month joined)	Service Fee	\$15.85 month

Multiple Listing Service

Miscellaneous Business Equipment & Expenses - Provided by the Agent

- Personal equipment: Laptop, smart phone, and digital camera. Our IT and Marketing Department will provide suggestions and specifications.
- Vehicle: Clean, reliable, current vehicle with proof of insurance.
- Marketing budget: Our Marketing Department will assist with recommendations & planning.

Transitioning Careers?

At Coldwell Banker Hickok & Boardman, our goal is to create an environment where our Agents thrive. If you are interested in a real estate career but cannot commit to it fully at this time, ask us about **New England Referral Services**. Become a licensed Real Estate Salesperson now and transition to your new career later – when timing may be better for you.



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