

INDIE MEGA ASSOCIATE OFFICE APPLICATION



Region: _____

Host Market Center Name/#: _____

Primary Mega Agent/Indie Associate: _____

Mega Agent/Indie Associate Email: _____

Mega Agent Team Name: _____

Proposed Office Name: _____

REQUIREMENTS

To apply for an Indie Mega Associate Office (“IMAO”), the items listed below, with accompanying documentation, must be completed and submitted to your Region, who will then submit to Keller Williams Realty, LLC (“KW”) for review.

A proposed IMAO will not be fully-approved until there is recommendation from the Region, KW approval, and an IMAO Addendum to the host Market Center’s Franchise Agreement and any related documents are fully executed. KW will notify the Market Center and the Region when the process is complete, and the IMAO is approved and authorized to begin operation.

Please submit the following documentation and acknowledgements:		
1	State/Provincial Law The Market Center must review any State/Provincial laws or regulations that govern satellite offices.	See Section 1
2	Market Center Status There must be no unresolved defaults, incomplete applications, or disputes about the Market Center territory, culture and economics. The Market Center must be in good standing with KW.	As acknowledged below by the host Market Center and Regional Leadership below.
3	Location The IMAO must be located inside the host Market Center’s territory or in an adjacent unawarded Market Center territory.	See Section 2
4	Overhead The IMAO overhead will be allocated to the Market Center only for expenses actually paid by the Market Center for purposes of calculating Market Center profitability.	As acknowledged below by the host Market Center.
5	Gross Revenue All gross revenue the IMAO generates will be included in the host Market Center’s GCI for purposes of calculating production royalty, profit, and profit sharing.	As acknowledged below by the host Market Center.
6	Broker Information Provide of the name of the broker for the IMAO.	See Section 3
7	Name/Signage The IMAO signage must be submitted to and approved by KW. The sign should indicate the IMAO DBA name including affiliation with Keller Williams using standard trademarks licensed for use by KW. If local laws dictate otherwise, KW approval for a variance is required.	See Section 4
8	Terms/Agreement Attach a signed copy of the IMAO/Market Center Terms. IMAO/Host Market Center Agreement recommended – attach, if applicable	See Section 5
9	Fee	See Section 6

SECTION 1: STATE / PROVINCIAL LAWS, CONDITIONS / STANDARDS

The IMAO must follow any and all state/provincial laws, standards or conditions. Please review any state/provincial laws, standards or conditions, which would govern the proposed IMAO.

☐ I acknowledge that I have reviewed specific guidelines governing a satellite office.

SECTION 2: LOCATION & MAP

The IMAO will be located at the following:

Address: _____

Phone: _____

☐ Include a map that clearly indicates the following:

1. Host Market Center's Awarded Area
2. Location of the host Market Center
3. Location of the proposed IMAO

SECTION 3: BROKER & ASSOCIATE INFORMATION

Please select one:

- ☐ The IMAO **will not** have its own broker at the IMAO location.
- ☐ The IMAO **will** have its own broker for the IMAO location.
If a different Broker than the Market Center, list information below:

Brokerage Name: _____
Designated Broker: _____
License Number: _____

Number of associates anticipated in office: _____

Associate Names: (attach list if needed)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 4: OFFICE NAME & SIGNAGE

Proposed Office Name: _____

*Upon KW approval, state registration under host Market Center entity may be required

Examples: Golden Key Group affiliated with KW (Host MC DBA)
KW Golden Key Group
KW Local Community

Note – any DBA (doing business as) name or website domain name using Keller Williams trademarks (KW, Keller Williams, etc.) must be approved in writing by KW prior to usage.

Please provide a color proof indicating the complete dimensions, type font, colors, wording, etc. of proposed signage. The signage should indicate the Indie Mega Associate or team is associated with Keller Williams Realty with standard trademarks licensed for use by KW. Prior to being installed, this proof must be approved by the Market Center, Region and KW in writing. The Market Center is responsible for ensuring all state and local signage requirements are met.

☐ Attach a proof of proposed signage.

SECTION 5: TERMS/AGREEMENT

☐ Attach a signed copy of the IMAO/Market Center Terms.

Additionally, IMAO/Host Market Center Agreement Considerations recommended – attach, if applicable

SECTION 6: MEGA ASSOCIATE/INDIE OFFICE FEE

☐ I acknowledge that the \$2,500 IMAO Fee will be drafted from the Market Center via ACH by Keller Williams Realty, LLC upon execution of the Indie Mega Associate Office Addendum. If an IMAO is awarded, the fee is fully earned and nonrefundable.

By signing below, I hereby certify that all of the information provided above is true and correct to the best of my knowledge. I acknowledge and agree that the Market Center will be responsible to KW with respect to the operation of the IMAO.

MC Operating Principal Signature

Date: _____

Printed Name: _____

By signing below, I hereby confirm that to the best of my knowledge, the Market Center is in good standing with KW, and that there are no unresolved defaults, incomplete applications, or outstanding disputes about the Market Center's territory, culture, or economics. I have reviewed the Terms and recommend that the Market Center be authorized to open the IMAO at the location submitted in this application.

Regional Director Signature

Date: _____

Printed Name: _____