

Regional Guide for Reviewing Renewal Applications



- ☐ Disclose all investors and follow up on Item 23s
- ☐ File Data Sheet
 - a. Licensee matches our current records
 - b. Ownership must total 100%
 - c. Include all sub-entity ownership
 - d. Review the ownership on file to the File Data Sheet (if any changes are occurring this will be a Renewal and Transfer; NOTE: a separate application is not needed; additional items could include: Investor Acknowledgement Form, Purchase/Sale Docs, Multiple Market Center Application, Career Visioning Packet, and amendments to the Entity Docs)
 - e. Confirm if Market Center has undistributed shares/treasury
 - f. Date investors participated in Investor Workshop
 - g. Date investors and leadership attended FSO
 - i. Leadership every 3 years
 - ii. Controlling Principals (20%+ ownership) every 5 years
 - iii. Principals every 10 years or at Renewal
- ☐ Awarded Area
- ☐ Training Commitments
- ☐ Purchase/Sale Agreements
 - a. Review the changes from the ownership on file to the changes on the File Data Sheet – Make sure that all changes have supporting documents.
- ☐ Entity Docs (Operating Agreement/Bylaws/Partnership Agreement)
 - a. Market Center entity's current Operating Agreement / Bylaws / Partnership Agreement should be fully signed by current investor group
 - b. Market Center entity's current Operating Agreement / Bylaws / Partnership Agreement should address the required provisions (see Provisions Checklist)
- ☐ Insurance
 - a. Please submit a Certificate of Insurance (COI/Accord Form)
 - i. General Liability (\$1M limit/\$1M aggregate)
 - ii. Auto Liability for non-owned and hired autos (\$1M)
 - iii. Real Estate E&O (\$1M/\$2M commercial)
 - iv. Worker's Comp (\$500K)
 - v. Should name Keller Williams Realty, Inc. and its designated affiliates 1221 S. Mopac Expwy, Suite 110 Austin, TX 78746 as additional insured under the Market Centers [General Liability, Auto and E&O policies]
- ☐ Regional Overview and Endorsement
 - a. Should be completed in full with written recommendation
- ☐ Application Fully Signed
 - a. If OP is RD: ROP will need to sign the application