

MARKET CENTER
OWNERSHIP CHANGE
TRANSFER APPLICATION



Region: _____

MC Name/#: _____

REQUIREMENTS

To initiate a transfer of ownership interests, please complete and submit the following items to your Region, who will then submit to Keller Williams Realty, LLC ("KW") for review.

- ☐ Disclosure
- ☐ Investor Workshop Attendance
- ☐ FSO Registration Confirmation
- ☐ Financial Statements
- ☐ Purchase/Sale Agreements
- ☐ Investor Acknowledgment Forms
- ☐ Insurance (current insurance must be on file with KW)
- ☐ Transfer Fee
- ☐ Review & Submit

NOTE: The proposed transfer will not be completed until there is recommendation from the Region, KW approval of the proposed transaction, and all required new Franchise Agreements and related documents are fully signed and executed. KW will notify the Market Center and the Region when the transfer is complete.

Pursuant to Section 14.02 of the Franchise Agreement, "neither Franchisee nor any successor to any part of Franchisee's interest in this franchise, nor any Person that directly or indirectly owns interest in Franchisee shall transfer any direct or indirect interest in this Agreement, in the Market Center or in Franchisee without Company's prior written consent."

DISCLOSURE

A current Franchise Disclosure Document ("FDD") will be sent to all proposed and continuing investors in the Market Center.

Review the FDD with your advisors including attorney and/or accountant.

Item 23 (U.S.) or Disclosure Receipt (Canada) will need to be signed, dated and returned for all proposed and continuing investors in order to proceed with this application.

- ☐ Item 23 (U.S.) or Disclosure Receipt (Canada) have been received for all proposed and continuing investors

INVESTOR WORKSHOP ATTENDANCE

- ☐ All new investors are required to attend the Investor Workshop prior to Transfer.

FSO REGISTRATION

All new investors and leadership are required to attend FSO prior to Transfer. Please confirm attendance for the individuals listed on the File Data Sheet.

FSO Attendance Requirements:

- Leadership: every 3 years
- Controlling Principals (20% or more): every 5 years
- Principals (less than 20%): every 10 years or at renewal
- New investors: must have attended in the last 3 years

NOTE: Any individual who has not met FSO requirement must attend no later than 60 days from date application submitted. Please provide registration confirmation.

FINANCIAL STATEMENTS

Investors acquiring interests of **20%** or more must include a Financial Statement. (Current investors with > 20% interest do not need to resubmit financials.)

A separate Keller Williams Financial Statement form is available for completion, or you may submit a form of your choice. The form should contain all of the information requested in the Keller Williams Financial Statement form and should be acceptable to a bank or financial group. (Alternatively, this information may be submitted directly to Sr. Director, Franchise Systems at KW.)

NOTE: Financial Statements must be dated within the past six (6) months and signed by the investor.

- ☐ Financial Statement(s) has been completed in full and attached; or
☐ Financial Statement(s) does not apply

PURCHASE/SALE AGREEMENTS

- ☐ Include signed Purchase/Sale documents, including price and terms, **to be executed upon approval of the proposed Transfer** for ALL changes in ownership. Please reference your Franchise Agreement for current ownership breakdown.

INVESTOR ACKNOWLEDGEMENT FORM

- ☐ Submit an Investor Acknowledgement form for all new investors.

TRANSFER FEE

- ☐ I acknowledge that the \$2,000 Transfer Fee will be drafted via ACH from the Market Center by Keller Williams Realty, LLC upon execution of the Transfer. If a Transfer is executed, the fee is fully earned and nonrefundable.

REVIEW & SUBMIT

Review and ensure all documents are included and in order. Please attach the Keller Williams Financial Statement, if applicable, and Investor Acknowledgement Forms. If further explanation is needed for any items required in this application, please include attachment. Once completed, please submit to your Region.

Applications are only submitted to KW by the Region. Please do not forward these directly to KW, as it requires Regional review, recommendation and signature.

By signing below, I am submitting this application for transfer of ownership and hereby certify that all of the information provided above is true and correct to the best of my knowledge.

MC Operating Principal Signature

Date

Printed Name: _____

By signing below, I hereby confirm that I have reviewed the application and endorse the transfer of ownership.

Regional Director Signature

Date

Printed Name: _____