

Region: _____
 MC Name/#: _____

REQUIREMENTS

The items listed on the following pages, with accompanying documentation, must be completed and submitted to your Region within 30 days, who will then submit to Keller Williams Realty, LLC ("KW") for review.

KW will return renewal applications to the Region without approval in the event any missing required documentation is not complete within 30 days.

- ☐ File Data Sheet
- ☐ Disclosure
- ☐ Awarded Area
- ☐ Training Commitment
- ☐ Purchase/Sale Agreements
- ☐ Entity Document
- ☐ Insurance (current insurance must be on file with KW)
- ☐ Renewal Fee
- ☐ Review & Submit
- ☐ Regional Overview and Endorsement

NOTE: The renewal 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 executed. KW will notify the Market Center and the Region when the renewal is complete.

FILE DATA SHEET

The information provided in the following File Data Sheet is used for the preparation of the Franchise Agreements and Roster information. It is crucial that this information is current and correct, as it will be used as the official information in your Franchise Agreement.

- ☐ The File Data Sheet has been completed in full
- ☐ The ownership section shows the breakdown of all investors or entities with any direct ownership in the Market Center along with the investor's/entity's respective percentages:

(Ex:)	John Doe Enterprises, LLC	75%
	John Doe	70%
	Jane Doe	20%
	Robert Marks	10%
	Jane Smith	25%

Please note if any shares are held in treasury. The total ownership should add up to 100%.

- ☐ The FSO section shows the most recent attendance dates of ALL leadership (OP, TL and MCA) and Market Center investors as well as the most recent Investor Workshop attendance dates for all NEW investors
- ☐ The File Data Sheet has been signed by the OP and RD

MARKET CENTER FILE DATA SHEET

FRANCHISEE INFORMATION					
Include all proposed changes					
Franchisee Entity Name (Name of Corp, LLC, or Partnership)					
Market Center Number					
Market Center Roster Name					
Market Center DBA Name					
Market Center Address					
LEADERSHIP					
	Name		FSO Date		
Operating Principal					
Team Leader					
MCA					
PROPOSED OWNERSHIP					
<i>If any investors hold their equity interests in a Trust, please indicate the type of Trust (living, revocable, etc.). Irrevocable Trusts are not accepted within ownership groups. A signed acknowledgment of KW's guidelines for revocable trusts must be submitted for each trust.</i>					
Name (Include all Sub entity ownership)		Percentage	Email	FSO Date	Investor Workshop
Total:		100%			

Completed by: _____

Operating Principal Signature	Date
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Printed Name: _____

Reviewed by: _____
Regional Director Signature Date

Printed Name: _____

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

AWARDED TERRITORY

☐ Submit Guerrilla Warfare/Market Research for the awarded territory.

The Market Center and Regional leadership have reviewed and we request:

- ☐ The Awarded Area be adjusted at this time to reflect market shifts that have occurred since the initial application.
- Include:
 - ☐ Written description of the proposed new Awarded Area
 - ☐ Map showing the current and proposed Awarded Area, signed by the Operating Principal and Regional Director.
 - ☐ Guerrilla Warfare/Market Research for proposed new Awarded Area

(or)

☐ No change be made to the Market Center’s Awarded Area at this time.

TRAINING COMMITMENTS

All investors and leadership are expected to attend the following training and events prior to Renewal. Additional training may be required as per the Franchise Agreement.

- Family Reunion
- Mega Camp
- 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.

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.

MARKET CENTER
TRANSFER FILE DATA SHEET



ENTITY DOCUMENTS

- ☐ A copy of the Market Center's Operating Agreement, Bylaws, Partnership Agreement, etc. including required provisions signed by all principals has been provided. **Contact your Region for provisions to be included.**

RENEWAL FEE

- ☐ I acknowledge that the \$3,500 Renewal Fee will be drafted via ACH from the Market Center by Keller Williams Realty, LLC upon execution of the Renewal. If a Renewal is executed, the fee is fully earned and nonrefundable.

NOTE: Any Renewal not executed by Renewal date may be subject to additional holdover fees.

If ownership changes have occurred, the \$2,000 Transfer Fee will be charged in addition to the Renewal Fee

REVIEW & SUBMIT

Review and ensure all documents are included and in order. 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 franchise renewal 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: _____

MARKET CENTER
TRANSFER FILE DATA SHEET



REGIONAL OVERVIEW & ENDORSEMENT

The Region recommends renewal for this Market Center.

Observations/Rationale:

Regional Director Signature

Date

Printed Name: _____