

AGENT BUYING OR SELLING PERSONAL PROPERTY

Congratulations! You're buying or selling a home!

BEFORE MOVING FORWARD, IT IS IMPERATIVE TO FOLLOW THESE DIRECTIONS AND MEET THE QUALIFICATIONS. PLEASE READ CAREFULLY & CONSULT MARKET CENTER STAFF IF YOU HAVE QUESTIONS.

REQUIRED QUALIFICATIONS & IMPORTANT INFORMATION:

- MUST BE APPROVED BY TEAM LEADER
- AGENT CLOSED \$500,000 OF SALES VOLUME WITH KW WITHIN THE PAST YEAR (PER YOUR ICA AGREEMENT)
- LETTER MUST BE WRITTEN AND SIGNED BY BROKER
- AGENTS CAN ONLY WAIVE COMPANY DOLLAR FOR PERSONAL TRANSACTIONS 2X A YEAR
- COACHING FEES STILL APPLY FOR AGENTS WHO ARE IN COACHING FOR PERSONAL PROPERTY DEALS

WHAT YOU NEED:

BROKER LETTER

- A broker letter is required to bring to closing & upload into Opportunity
- Email CHAD REEVES (chadreeves@kw.com) AND CHANDLER CLARK (mcom152kw@gmail.com) requesting a broker letter for personal property. PLEASE DO NOT EMAIL DAVID MAXEY DIRECTLY.
- Include the following information:
 - Property Address
 - Sales Price
 - TOTAL commission to be used (and the percentage of the commission).
 - Clarify if the commission is being used for closing costs, down payment, or taking the commission (this must be lender APPROVED first)
 - Closing Date
 - Specify if you are in coaching program, as coaching fees still apply in personal property deals
- Chad or Chandler will respond to your email with a formal broker letter signed by Broker.

WAIVING FMLS FEES

- **FMLS fees can only be waived on primary residences, not investment properties.**
- Complete the FMLS Agent Owner Letter (found in DocuSign. Search "Agent Owner Letter" under FMLS Forms)
- This must be turned in PRIOR TO CLOSING OR FMLS WILL NOT WAIVE THE FEES.
- A check will be sent to agent for the FMLS FEE reimbursement once you close.

OPPORTUNITY IN COMMAND

- include the FMLS fee on the Commission Tab under deductions
 - Calculating FMLS Fee: Purchase Price x .0012 (Ex: 380,000 x .0012 = \$456)
- Upload the Broker Letter & FMLS Agent Owner Letter in the Opportunity prior to closing.

Please keep in mind that KW can never waive the Royalty on a personal transaction. 6% of the agent's commission is still owed to KWRI in personal transactions.

IF YOU ARE LISTING A PERSONAL PROPERTY and NOT taking a commission, please write a check for \$100 to Keller Williams Atlanta Partners. \$100 has to be collected to deduct the 6% royalty fee (\$6).

If you are on the listing side and taking a commission or on the buyer side, 6% still comes out of the total commission for royalty.

All steps must be completed PRIOR to the closing in order to qualify. Nothing can be waived or paid back AFTER THE FACT.

PLEASE CONTACT MCOM152KW@GMAIL.COM WITH ANY QUESTIONS OR CONCERNS.