KELLER WILLIAMS REQUEST FOR CO-LISTING

A request must be made to the Brokerage and permission given prior to co-listing or co-selling a real estate property with an outside Real Estate Brokerage. The following conditions must be met to obtain permission before agreement to co-listing or co-selling.

- Contact Team Leader or Contact Support Manager about potential partnership.
- Provide CAR Form **ABA Additional Broker Acknowledgement** when co-listing or co-selling with an outside Brokerage.
- Provide CAR Form **ACS Agent Commission Sharing Agreement** describing the proposed arrangement between Keller Williams and/or another Brokerage.
- Provide an **Addendum to ACS Agent Commission Sharing Agreement** acknowledging the following questions:

1. Whose sign will be used on the property? _____
2. Who will be listed as the listing agent on MLS? _____
3. Which agent will take credit for the sale for MLS? _____
4. How is the commission to be split on each transaction? _____ / _____
5. Both agents will have an Agency Disclosure to be signed for the transaction file.
6. A copy of other brokerage's E&O certification for our files. (Unless waived by Team Leader or Contract Manager.)
7. Each agent will provide a separate **AVID Agent Visual Inspection Disclosure** for the transaction file.
8. Each agent to provide full documentation per DRE requirements for the transaction file.
9. Each agent should maintain a communication log for the transaction file

Agent: _____ Date: _____

Broker: _____ Date: _____