



LETTER OF INTENT

COMPANY COMMITMENTS

COMPENSATION

You will receive 100% of your commission after meeting the annual company cap; the only adjustment will be inflation.

TRAINING & EDUCATION

Key Fresh Start, Key Education Series & Weekly Workshops in addition to over 200+ hours of content-rich online training available 24/7.

CONTINUING EDUCATION

86+ Hours of Free Continuing Education each year

TECHNOLOGY

Key CRM & Website, Key Design Center, Dotloop Premium

KEY EXPRESS PAYMENTS

Electronic deposit and transfer of commissions

MANAGEMENT

Dedicated Brokers & Regional Partners, over 100 Years of Experience

FACILITIES

Client Meeting Rooms and Training areas

ERRORS & OMISSIONS

It will always be based on actual costs, never used as a profit center.

REFER AN AGENT

Bonus opportunities for referring agents who join Key Realty

EASY EXIT

You get all your listings, data and no Listing cancellation fee for sellers if you leave.

Agent Initial



“You’ll Do Better With Key”

© Key Realty Ltd, All Rights Reserved

1 of 3

REV 02/09/22



LETTER OF INTENT

AGENT COMMITMENTS

MANDATORY CORE REQUIREMENTS

POLICIES & PROCEDURES

To be read and an acknowledgment signed. Agents must conform to their standards and abide by its terms.

STAY INFORMED

Key Realty sends emails regarding education and informational opportunities, industry updates, and market conditions, etc. Agents are expected to stay informed by the State(s) they are licensed in addition to Key Realty.

PERSONAL CONDUCT

Business casual is considered mandatory whenever you practice real estate as a representative of Key Realty. Be punctual and businesslike. Return phone calls promptly. We all reflect on each other, and we need this reflection to be positive. Simply stated, we insist on appropriate attire and behavior for everyone's benefit.

DOCUMENT PROCESSING

State and local real estate law require that documents pertaining to real estate transactions be processed expeditiously and stored for a minimum of three years by the broker. Agents are required to be proactive in their conduct regarding procedures and obtain any and all agreements in writing.

BOARD OF REALTORS

Agents must join and remain active local, state, and National Board of REALTORS members. The initial and annual ongoing costs of this commitment are significant. If you cannot remain an active member of the required boards, your employment with Key Realty will be terminated.

CONTINUING EDUCATION

Adhere to state licensing requirements for Continuing Education.

Agent Initial





LETTER OF INTENT

AGENT COMMITMENTS Cont.

CONTACT RELATIONSHIP MANAGEMENT SYSTEM (CRM)

We highly recommend the use of a CRM to all Key agents. The 10 Keys of Key are the building blocks of creating a successful career in real estate. When joining Key, agents who have less than six months of experience are required to use Key World 2.0 CRM's.

At Key, we require this because it is an agent's best chance for success.

Per our policy, your contacts are always yours and never Key's. If you leave Key Realty at any time, you, as the agent, will take all of your contacts and information with you.

MANDATORY COMMITMENT TO ATTEND CLASS

KEY ORIENTATION

The agent is required to attend Key Orientation within the first week.

KEY FRESH START

Required to attend within 30 days of joining Key Realty. The Fresh Start training series is designed to get agents up and running with Key quickly and efficiently!

EDUCATION SERIES

Required for agents licensed less than three months. Classes on time management, business planning, showing and selling, and MORE! Courses must be completed in the first five months of joining Key Realty.

KEY WORKSHOPS

Key Realty in-person workshops are mandatory for agents licensed less than six months or as indicated by the manager.

I have reviewed the company presentation and compensation package. I agree to attend the required training classes referenced above.

If enrolling in pre-licensing classes, Key Realty will sponsor me for my real estate exam/licensure upon completion of courses.

AGENT SIGNATURE

DATE



"You'll Do Better With Key"

© Key Realty Ltd, All Rights Reserved

3 of 3

REV 02/09/22