

Criteria to Add a New Member at a Reduced Cap

- If internal recruit – All current team members must be capping
- Internal recruits on your team do not outnumber the external recruits by more than 1

Complete the Following (Internal & External Recruits)

- Upload to Team Folder
 - Team Contract with New Team Member (which includes the following)
 - Team Structure
 - How Caps are Distributed
 - Team Splits
 - How the distribution of GCI effects each team Member
 - Divorce Clause
 - Roles & Responsibilities of Team Member
 - Updated Organization Chart
 - 30-60-90 (optional)
- Add New Member to your Team Information Spreadsheet
- Email Operating Principle (Bill Weidacher bweidacher@kw.com)
 - cc: Carmen Mueller (cmuller@kw.com)
 - Subject Line: Adding a Team Member
 - Include link(url) to team folder

Note: Your Team will not be entered into KW Metropolitan's systems as a team until the above has been completed.

After Operating Principle Approval of Reduced Cap

- ALC to Review & Vote on a Conditional Approval of Reduced Cap

Upon Conditional Approval

- 6 Month Review

6 Month Review

- Rainmaker to make any adjustments to Team Information Sheet or Other Documents before review (Notify Bill Weidacher bweidacher@kw.com & cc: Carmen Muller, cmuller@kw.com of the changes)
- ALC to Review & Vote
 - Rainmaker to be present at ALC Meeting if there are any questions to answer
- Signed off & Dated by both Rainmaker & TL (if approved)
- Signed Team Sheet is scanned and given to MCA - to adjust approved cap