

ACCOUNTS RECEIVABLE POLICY

The Market Center will issue Associate Invoices between the 15th and 25th of the month. These invoices are due and payable in full no later than the 30th of the month. **Invoices not paid by the 30th will be charged with a \$10.00 late fee which will continue to incur until invoice(s) are paid in full.** If associate pays their invoice with a credit card and that credit card be denied for any reason, the associate will be notified via email or phone message from the Market Center stating that the invoice amount credit card default charge (\$10.00) will be assessed to the associate's next invoice. Payment default conditions are expected to be resolved no later than the month following the infraction. **Should the open receivable not be resolved within 3 months, the Market Center will consider the Associate to have terminated their relationship with Keller Williams Realty Metropolitan, MC # 538.** The Associate will be removed from all Keller Williams Realty databases and their real estate license will be forwarded to the New Hampshire Real Estate Commission. Exceptions to this policy require the Associate to present a written request to the Team Leader. The Team Leader will approve/deny each exception and notify the MCA.

Signature: _____

Date: _____