

**Criteria to Start a Team with Reduced Caps**

- Rainmaker/Team Leader is a capper (\$24,000 cap)
- Must be a win-win for the Market Center & its Agents (Productivity, Growth & Profitability)

**To Apply to Start a Team**

- Upload to your team folder the following.
  - Team Contract with Each 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
  - Organization Chart
  - 30-60-90 (optional)
- Fill out the Team Information Spreadsheet
- Email Operating Principle (Bill Weidacher [bweidacher@kw.com](mailto:bweidacher@kw.com)) to Schedule Appointment
  - cc: Carmen Mueller ([cmuller@kw.com](mailto:cmuller@kw.com))
  - Subject Line: New Team Application
  - Include link(url) to team folder

*Note: New team members will not be entered into KW Metropolitan's systems on your 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**

- Establish a Team MLS ID
  - Enter & Close Out under the Team MLS ID
- Signage & Marketing Pieces - Have Team Name Prominently Displayed
- 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](mailto:bweidacher@kw.com) & cc: Carmen Muller, [cmuller@kw.com](mailto: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 caps