



POLICY FOR BROKER-ASSOCIATES OR SALESPERSONS HIRING ADMINISTRATIVE STAFF

We want to make sure you have the proper documentation as you move forward with an administrative hire. In order to ensure you are aware of all that is required please take a moment to review the following information.

What needs to be in place by the Rainmaker?

- 1) We strongly encourage the Rainmaker to retain the services of a payroll company to stay current on the rules and guidelines of the Internal Revenue Service as well as the State of California. This especially pertains to whether Rainmaker is making a 1099 or W2 hire.

A payroll company can help ensure that the administrative hire's status is being properly reported to the IRS and State of California. Additionally, either the payroll company or the Rainmaker will be responsible for withholding the appropriate taxes; i.e. federal and state income tax, social security, etc. for W2 employees. Whereas administrative staff classified as non-W2 hire (i.e. independent contractors) will receive a 1099 at year end and will file their appropriate tax returns accordingly.

- 2) Workers Compensation must be provided by the Rainmaker for their administrative hire. **A current copy must be held on file at our main office.** Please send your certificate to our Director of Agents Services at ECAgentServices@heirloomventures.com . ***Please note: It is the Rainmaker's responsibility to provide a current copy of the policy to ASC at the time of policy renewal.**
- 3) Auto Insurance must be in place on behalf of the administrative hire. We must receive evidence that the Rainmaker has secured and continues to maintain the appropriate endorsement on his/her automobile insurance policy with the minimum limits of \$300,000/\$100,000/\$50,000. Please have the auto insurance agent add Keller Williams Realty as "additional insured." Additionally, please have the insurance agent mail a copy of this endorsement to: **Keller Williams East County, Attn: Director of Agent Services, 191 Sand Creek Rd. #100, Brentwood, CA 94513.**
- 4) We also strongly recommend Rainmaker secures General Liability Insurance. **Please forward a copy to the ASC.**
- 5) Rainmaker agrees and is aware that their administrative hire must agree to conduct themselves in alignment with the policies and culture of Heirloom Ventures businesses. Rainmaker further understands and is aware that the Operating Partner has the discretion to terminate any administrative staff they deem inappropriate or if proven misconduct has taken place.

What Paperwork is Required for a Rainmaker's Administrative Hire?

UNLICENSED ASSISTANT

- Signed copy of this document
- CAR Personal Assistant Contract filled out in entirety & signed.
- CAR Broker/Associate-Licensee/Assistant Three Party Agreement filled out in entirety & signed.
- General Information Sheet for KWRI
- Binding Sponsorship Agreement
- Voided Check for Profit Share deposits

****A monthly fee of \$25 will be billed to the Rainmaker unless other instructions are provided to the MCA**
In addition a \$25 fee will be billed annually to maintain eligibility in the profit share system.**

LICENSED ASSISTANT

- Signed copy of this document
- CAR Personal Assistant Contract filled out in entirety & signed.
- CAR Broker/Associate-Licensee/Assistant Three Party Agreement filled out in entirety & signed.
- License must be affiliated with OHD, Inc. CalDRE# 01434204
- A complete agent file is required. ***Please note that a licensed assistant that wishes to facilitate real estate transactions must be a member of a local association of Realtors as well as MLS. In addition, they are subject to the same royalty and company dollar obligations as other licensed team members.***

**** Non-Producing Licensed Assistants are subject to the \$25 monthly fee billed to the Rainmaker unless other instructions are provided to the MCA. ****

*****Producing Licensed Assistants are subject to the \$50/monthly fee all agents pay. Rainmaker to advise if they will pay the monthly fee or the Licensed Assistant.*****

****** A \$25 fee will be billed annually to maintain eligibility in the profit share system******

By signing below, Rainmaker and Administrative Hire hereby certify that they have read and agree to the foregoing. In addition, Rainmaker acknowledges that the Administrative Hire falls under their business umbrella and is not a service obtained or provided by Heirloom Ventures locations.

Dated:

RAINMAKER

ADMINISTRATIVE HIRE

kw EAST COUNTY
KELLERWILLIAMS. DRE #01434204

Each office is independently owned & operated
Our Branch locations: Folsom, Folsom Lake Estates, Cool Land and Homes & KW East County