Addendum to the INDEPENDENT CONTRACTOR AGREEMENT
Personal Assistants and Transaction Coordinators

THIS IS AN ADDENDUM to that INDEPENDENT CONTRACTOR AGREEMENT (the "ICA") with an Effective Date of _____ including all prior addenda, between _____ as "Associate", and Keller Williams_____ as "Company". The following terms are hereby incorporated as part of the ICA:

1. Associate agrees to strictly adhere to the Utah Administrative Code (including section R162-2f-401g - Use of Personal Assistants - https://rules.utah.gov) and shall be responsible for monitoring the activities of the transaction coordinators and assistants with whom they contract for services.
    a. The rules apply to both personal assistants and transaction coordinators, the Utah Division of Real Estate makes no distinction between the two.
    b. A licensee of the Utah Division of Real Estate, including licensed transaction coordinators and assistants, can only perform activities that require a license for the brokerage with which they are affiliated.
    c. If a transaction coordinator or assistant (regardless if they are licensed or not) provides services for agents affiliated with a brokerage other than the brokerage with whom the transaction coordinator or assistant is affiliated, they are restricted to performing only activities that do not require a real estate license for that agent and must be compensated at a predetermined rate that is not contingent upon the successful completion of a transactions.
2. Associate is responsible for and agrees to directly pay both licensed and unlicensed transaction coordinators/personal assistants in accordance with Utah Statute 61-2f-305. https://le.utah.gov
    a. The Associate's payment for services to a licensed transaction coordinator or licensed assistant shall be done under the direction and with the approval of the Company's principal broker.
    b. The Associate is responsible for all Federal reporting requirements associated with the payment of their employee or 1099 Contractor.

To the extent the terms of this ADDENDUM modify or conflict with any provisions of the ICA, including all prior addenda, these terms shall control. All other terms of the ICA, including all prior addenda, not modified by this ADDENDUM shall remain the same.

Associate and the Company hereby accept the terms of this ADDENDUM.

_____ _____
Associate Signature Date

_____ _____
for Company Date