

To ensure a smooth renewal or if you are adding a branch to your NextHome franchise, we must review your overall financial strength. While you do not need to re-apply, you must give us a health check on the business and financials.

### Entity Documents

Did you have any changes to your entity? ☐ Yes ☐ No

If no, disregard the entity documents section and skip to the financial verification section.

If yes, please provide updated information and complete the entity documents section in full.

- We require all Franchise Owners to secure a legal entity recognized by the Secretary of State.
- Anyone with 5% or more ownership must fill out the application & sign the agreement.
- General Partnerships & Sole Proprietorships are not accepted.



- ☐ Corporation
- Full articles of incorporation and bylaws
  - Meeting minutes
  - List of owners clearly identified
  - Owner(s) percentages identified
  - Stock certificates
  - IRS EIN paperwork

- ☐ Limited Liability Company (LLC)
- Full articles of organization
  - Operating agreement
  - List of owners clearly identified
  - Owner(s) percentages identified
  - IRS EIN paperwork

(If two or more owners, NextHome requires operating agreement.)

(CA, NY, ME, DE, MO: Operating agreement is required regardless of number of owners.)

### Fund Verification

NextHome must verify that you are still financially equipped to support your franchise. We need to run personal credit and verify all income sources, liquid assets (e.g. checking account, savings account, U.S. Treasuries, mutual funds, stocks, money-market funds, and Roth IRAs), and debt to create the strongest financial position for approval.

Please provide one or more of the following items:

- If you have 401 K, Stocks, Investment accounts, etc. provide screenshot of available balances
- If married and you are using spousal income for support, then proof of spousal income is needed (W2, last pay stub or similar). Spouse credit will be run.
- Please provide recent statements for all liquid asset accounts (examples indicated above)
- You are required to be an account holder on all accounts to be used for consideration in your overall financial standing
- Please make sure all account holder names are clearly visible on statements
- Please blackout all account numbers
- Additional income which could be in the form of spousal income, rental income, property management, etc. Any income you make outside of your real estate business. You must provide supporting documentation that verifies income or it will not be used for consideration
- Personal financial statements are not utilized without supporting account statements