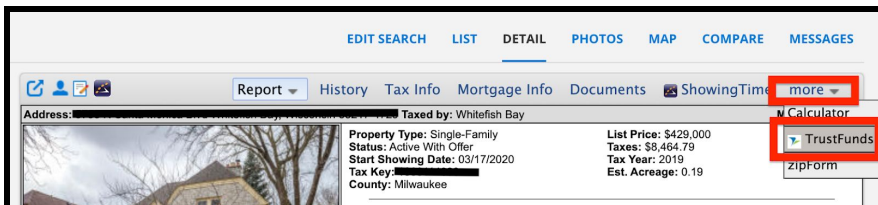


Earnest Money Protocol

Electronic Delivery via TrustFunds (RECOMMENDED)

1. On the MLS listing details page, the buyer's agent clicks the TrustFunds link to create a payment request



2. Agent selects Keller Williams to hold the earnest money & enters the buyer's name, email, and the amount of earnest money to be paid.

3. TrustFunds notifies the buyer automatically & provides access to submit their payment through the secure portal. The buyer enters their own account information to securely submit their earnest money payment.
4. All parties receive automated email updates as the payment processes (3-4 business days).

Personal Delivery

- During office hours (8:30am - 5pm M-F) submit to the KW Front Desk
- After office hours, please use our Drop Box located on second door to the right in back parking lot located off Shoreland Ave.
- Note, we will not be responsible for any earnest money left in an agent mailbox.

By Mail

Deliver to:
Keller Williams Milwaukee North Shore
Attn: Front Desk
205 E Silver Spring Dr
Whitefish Bay, WI 53217

Checks made payable to "Keller Williams Realty Trust"
Property address to be included in the check's memo line

