



## **STANDARDIZED OPERATING PROCEDURES**

### **BUYERS/TENANTS:**

- Photo identification may be required when booking an appointment to view a property or one may be asked for photo identification at the time of the showing. We will notify all brokers, agents, buyers, sellers or tenants if this request has been asked of us. This is strictly for security or similar purposes.
- An exclusive buyer/tenant representation agreement may be required to work with our firm. All agents reserve the right to decide if they are requesting this agreement and will notify the potential client before working with them.
- Our office is in accordance with all fair housing and anti-discrimination laws. All buyers/tenants will be provided such forms when working with our firm.
- All buyers/tenants will be supplied with an Agency Disclosure form which states the relationship between our office and the potential client.
- All buyers must either have a pre-approval or proof of funds prior to viewing any properties with our firm. This includes all sales, purchases or rentals.

### **SELLERS/LANDLORDS:**

- All sellers will be required to sign an Exclusive Listing Agreement if they wish to work with our firm.
- Our office is in accordance with all fair housing and anti-discrimination laws. All sellers/landlords will be provided such forms when listing their property with our firm.
- All sellers will be supplied with an Agency Disclosure form which states the relationship between our office and the potential client.