

## **STANDARD OPERATING PROCEDURES**

The following is Excelsior Realty's ("Broker") Standardized Operating Procedures ("SOP"). These SOPs are also available to the public upon request at the Broker's office location.

1. Prospective Client's IDs: Broker does not require prospective purchaser(s) or renter(s) to provide their identification prior to entering a property for a showing or prior to making an offer.
2. Exclusive Broker Agreement: Broker does not require prospective purchaser(s) or renter(s) to enter into an exclusive brokerage agreement with Broker prior to the rendering of brokerage services.
3. Pre-Approval / Proof of Funds (excluding proof of income): Broker requires proof of funds (excluding source of income) with mortgage preapproval as a prerequisite to making an offer on behalf of the buyer(s)/ renter(s).

Although Broker may not require such information, a homeowner may require a prospective purchaser(s) or renter(s) to provide this information to the Broker, so long as homeowner notifies Broker, in writing, through its associated licensee, prior to such homeowner having knowledge of any demographics of the prospective purchaser(s) or renter(s).