



Standard Operating Procedure

All WMR agents are required by State Law to uniformly apply their Brokerage's Standard Operating Procedures (SOP) when qualifying Buyers/Renters.

The Win Morrison Realty SOPs are as follows:

- 1. Prospective Client's IDs: Buyer(s)/Renter(s) who are unaccompanied by their agent are not required to provide their identification before entering a property or making an offer; when accompanied, the accompanying agent must either show their identification or that of their client(s)/customer(s).**
- 2. Exclusive Broker Agreement: No exclusive brokerage agreements are required for Buyer(s)/Renter(s) to work with WMR agents, but they should nonetheless be solicited.**
- 3. Pre-Approval/Proof of Funds: Proof of funds (excluding proof of income), including mortgage pre-approval when an offer includes financing, is not required before making an offer to purchase/rent.**

Property owners are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of the soliciting buyers/renters, is applied uniformly and objectively to all buyers/renters and is non-discriminatory. Further, such criteria may only be directed by a property owner if such owner directs their criteria in writing, inclusive of the date of such direction.

