

ROZENCWAIG MARKS REALTY

STANDARD OPERATING PROCEDURE

All Rozencwaig Marks Realty (“RMR”) agents are required by State Law to uniformly apply their Brokerage’s Standard Operating Procedure (“SOP”) when qualifying Buyers/Renters.

The Rozencwaig Marks Real Estate SOPs are as follows:

1. **Prospective Client’s IDs:** Prospective Buyer(s)/ Renter(s) may be asked to provide their identification before entering a property or building or when making an offer.
2. **Exclusive Broker Agreement:** No exclusive brokerage agreement is necessary to work with RMR agents; however, if the parties agree, an exclusive brokerage agreement may be used.
3. **Pre-approval / Proof of Funds:** RMR will require proof of funds, including mortgage pre-approval if applicable, when making an offer to rent or purchase.

Property Owners are free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyers/renters, is applied uniformly to all buyer/renters and is non-discriminatory. Such criteria may only be implemented by such property owner provided such property owner directs such criteria in writing inclusive of the date of direction.