



## Standard Operating Procedures

All Key Impact Realty Group agents are required, in accordance with State Law, to consistently follow the Brokerage's Standard Operating Procedures (SOP) when working with and qualifying Buyers and Renters.

Key Impact Realty Group Standard Operating Procedures are as follows:

- **Prospective Buyer ID's:** Presentation of identification is not required by Key Impact Realty Group as a condition for buyers or renters to enter a property or submit an offer. However, agents may independently verify the identity of cooperating agents in the ordinary course of business.
- **Exclusive Brokerage Agreements:** An exclusive brokerage agreement is required for all buyers and renters working with a Key Impact Realty Group agent. Such agreement must be executed prior to submitting an offer or providing brokerage services, in accordance with applicable law.
- **Pre-Approval / Proof of Funds:** Prior to submitting an offer to purchase or lease, buyers and renters must provide proof of funds (excluding proof of income). If the offer includes financing, a mortgage pre-approval letter must be provided at the time the offer is submitted.