

OUR STANDARD OPERATING PROCEDURES:

1. ALL POTENTIAL CLIENTS & CUSTOMERS MUST SHOW US IDENTIFICATION (at the earliest possible time – and prior to fully engaging with them)
2. EXCLUSIVE RIGHT TO REPRESENT AGREEMENTS ARE REQUIRED FOR ALL SELLER/LANDLORD CLIENTS – AND OPTIONAL (THOUGH STRONGLY RECOMMENDED) FOR BUYER/RENTER CLIENTS – (for example, in cases of potential dual agency conflicts, it may be better to maintain a customer status, along with proper agency disclosure forms & explanation)
3. ALL BUYER CUSTOMERS & CLIENTS ARE REQUIRED TO HAVE A MORTGAGE PRE-APPROVAL OR PROOF OF FUNDS PRIOR TO SCHEDULING SHOWINGS