



## STANDARD OPERATING PROCEDURE

All NOFO Real Estate Agents are required by State Law to uniformly apply their Brokerage's Standard Operating Procedure when qualifying Buyers and Renters.

### The NOFO Real Estate Standard Operating Procedures Are As Follows:

1. **Prospective Client IDs:** Broker does not require prospective buyer clients to show identification\*
2. **Exclusive Broker Agreement:** No exclusive brokerage agreements are required for buyer(s)/renter(s) to work with DE 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 required before making an offer to purchase/rent.

\* Although Broker may not require such information, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.

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 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.