

# Standard Operating Procedure

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

***The Keller Williams Points North 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.
2. **Exclusive Broker Agreement:** No exclusive brokerage agreements are required for buyer(s)/renter(s) to work with KWPN agents.
3. **Pre-Approval / Proof of Funds:** Proof of funds, 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 soliciting buyers/renters, is applied uniformly and objectively to all buyers/renters and is nondiscriminatory. 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.*