

# Standard Operating Procedure

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

Rock Realty's SOPs are:

- 1. We do not require identification from a prospective purchaser.**
- 2. Exclusive Broker Agreement:** No exclusive brokerage agreements are required for buyer(s) to work with Rock Realty agents, but the buyer(s) can be solicited.
- 3. Pre-Approval/Proof of Funds:** When an offer includes financing, proof of funds and a mortgage pre-approval is required before making an offer to purchase.