

Standard Operating Procedures

Facility: Crane Realty, LLC

Operating Broker: Joseph Crane, Jacqueline Crane

Scope: Real Estate Sales, Investments, and Property Management

Last Revision: 03.19.22)

Procedures required for service:

- I. **IDENTIFICATION: Not required**
- II. **EXCLUSIVE BROKER AGREEMENT: Required for Exclusive Listing Representation, not required for other non-exclusive services such as flat rate services.**
- III. **PRE APPROVAL: Not required by Brokerage. May be required by seller for entry into home.**

Acknowledgement of Broker

Broker: Crane Realty

By:  Name: Jacqueline Crane

Title: Broker/Owner

State of New York, County of Ontario

The foregoing document was acknowledged before me this 25th day of March 2022 by Jacqueline Crane who personally appeared who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument



Notary Public

MELISSA L. CRANE
Notary Public, State of New York
No. 01CR6321965
Qualified in Ontario County
Commission Expires March 30, 2023