

## Standard Operating Procedures

**Facility:**

**Crane Realty, LLC**

**Operating Broker: Joseph Crane, Jacqueline Crane**

**Scope: Real Estate Sales, Investments, and Property Management**

**Last Revision: 04.22.24**

### Procedures required for service:

- I. **IDENTIFICATION:** Not required
- II. **EXCLUSIVE BROKER AGREEMENT:** Required for Exclusive Listing and Buyer 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.

Acknowledgment of Broker


Broker: Crane Realty

By:  \_\_\_\_\_

Name: Jacqueline Crane

State of New York, County of Ontario

The preceding document was acknowledged before me this 22nd day of March, 2024 by Jacqueline Crane who personally appeared and proved to me based on 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, 2027