



RECOMMENDED REAL ESTATE BROKER TELECOMMUNICATION POLICY

The following telecommunication policy of (Name of Broker) is issued pursuant to the Telephone Consumer Protection Act of 1991.

This policy is available at all times to managers, agents and employees of (Name of Broker) (hereinafter "The Company") at (each)(the) office of The Company. The do not call list maintained by The Company is also at (each)(the) office.

This policy pertains to all communications to residences which utilize automated telephone equipment including automatic telephone dialing systems, artificial or prerecorded voice or fax machines without the prior written consent of the party receiving call. The policy does not apply to automated telephone calls or faxes to persons with whom the sender has already established a business relationship (i.e. a seller whose property is listed with The Company or a purchaser who has either executed a buyers broker agreement with The Company or to whom an agency disclosure form has been provided, signed by the purchaser and is on file with The Company.)

Faxes to residences soliciting listings, marketing properties, or any solicitation of business or a possible commercial transaction are strictly prohibited unless the fax is to someone with whom The Company has written consent or a business relationship as discussed in the preceding paragraph.

Telephone solicitations using auto dial and artificial or prerecorded messages are permitted provided that the following rules are strictly complied with.

1. Such telephone call cannot be made prior to 8:00 a.m. or later than 9:00 p.m. local time at the called parties location.
2. At the beginning of the telephone message the name of the caller and The Company must be provided. For example, "Hi, this is Tom Jones of (Name of Company).
3. The message must clearly indicate a telephone number or address of the office at which the agent is licensed. If a telephone number is utilized it must a number other than the auto dialer or prerecorded message player which placed the call.
4. No such automated telephone system may be utilized which will not automatically release the called parties line within five seconds after notification that the called party has hung up.
5. Before utilizing any automated telephone dialing system and artificial or prerecorded message to solicit business or business opportunities each agent must notify the (Broker) (office manager) of their use and must sign an acknowledgment that they have received



a copy of this office policy.

6. Any agent or employee who receives a request by a consumer to be placed on The Company's do not call list shall, before the end of the next business day, report in writing to The Broker the name and telephone number of such consumer.

7. No agent or employee may solicit, by telephone, business from any person on The Company's do not call list whether or not they use an automated telephone system.

8. Before utilizing any automated telephone dialing system and artificial or prerecorded message to solicit business or business opportunities each agent shall check The Company's do not call list and delete from such system any numbers on such list.

All managers are required to provide a copy of this policy to any new agents or employees at the time that the agent or employee becomes affiliated with the company and obtain a signed acknowledgment of receipt of this policy. All agents (new or old) who actually intend to use any such automated system must also receive a copy of this policy and sign such an acknowledgment. At such time the (Broker) (manager) shall personally explain each aspect of this policy to such agent and ascertain that the agent fully comprehends the same.

No less than quarterly the Broker (each manager) shall remind their agents of the existence of this policy and advise their agents where they can obtain a copy of the same.

In the event any agent or manager has any question concerning this policy they are immediately to contact the Broker at (telephone number) to obtain an answer to such question. Pending receipt of such answer no agent or manager shall use or authorize the use of any automated dialing system and artificial or prerecorded message.



Real estate brokers who utilize telephone automated dealing systems, artificial voice or prerecorded messages for initiating solicitation of occupants of residential buildings must comply with the Federal Telecommunications Act of 1991.

The Act restricts the hours during which said calls can be made; requires disclosure of the identity of the caller; requires the maintenance of a "do not call list"; requires the adoption of a company telecommunication policy and training of all solicitors concerning that policy.

The enclosed recommended company policy is intended as a guide. **IT IS NOT LEGAL ADVICE.** While LIBOR believes that adoption and compliance with its recommended policy will be compliance with the law, it is strongly recommended that you seek **ADVICE FROM AN ATTORNEY** before engaging in such solicitation.