

Briarwood Properties has adopted the following Standardized Operating Procedure (the "SOP") for any of its brokerage activities with prospective purchasers of residential properties. Briarwood Properties is making the SOP available on its publicly available website. In addition, a copy of the SOP will be available to the public upon request at the Briarwood Properties office locations.

In connection with the sale of any residential property, and as a condition of showing such property, FirstService Residential:

1. Shall not require a prospective purchaser to provide identification\*
2. Shall not require a prospective purchaser to enter into an exclusive broker agreement
3. Shall not require a prospective purchaser to be pre-approved for a mortgage loan\*

\*Although Briarwood Properties does not require such information, a seller of a residential property may require this information prior to showing the property and/or as part of any purchase offer.

Briarwood Properties has adopted the foregoing SOP as of April 20, 2022.