

MUTUAL OPERATIONS**ADMINISTRATIVE SERVICES****Listing Inspections - Mutual Eight**

The present Occupancy Agreement requires that prospective sellers of Mutual stock obtain Board Waiver of Option before the stock is listed for sale. The Board of Directors of this Corporation requests that any Broker accepting a listing of stock complete the following steps before this listing is executed:

1. Deliver to the stock owner, who is requesting the listing, a copy of the Mutual Waiver of Option form. Notify the shareholder that this form must be executed by the Mutual Corporation before the listing can be taken.
2. Explain to prospective seller that a listing inspection will be made. Give the shareholder a blank copy of the inspection form and Policy 7532.08 – Secondhand Smoke/Nuisance
3. Upon completion of the inspection, a copy of the completed inspection form will be sent to the seller.
4. When the prospective seller receives the completed inspection form, he/she should contact the Sales Representative that initially made contact and supplied the listing form.

MUTUAL**ADOPTION**

EIGHT:

11-26-18