

SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL OFFICE ADVERTISING REQUIREMENTS	02-01-16

PURPOSE: To correctly advertise a property

PREPARED BY: SM, DM, or AM

WHEN PREPARED: Prior to running an ad

REFERENCES: 7CFR 3560 – Handbook 2 Section 6.17
Florida Statutes
Georgia Statutes
Procedure Memoranda

The following must be present on all published advertisements:

- A. Property Name
- B. Telephone Number
- C. Address
- D. Equal Housing Opportunity logo or the wording "Equal Housing Opportunity"
- E. **The ad must include: "Must be 62 or older or disabled regardless of age" at an elderly property.**
- F. **The ad should not have: "foreclosures welcomed".**

All other items displayed in the advertisement must adhere to fair housing regulations. Appearance of the advertisement should be agreed on by the DM or AM and SM.