

DYNASTY 8



STANDARD OPERATING PROCEDURES

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SAN ANDREAS REAL ESTATE COMMISSION



STANDARD OPERATING PROCEDURES



BEFORE GETTING STARTED

Updated 6/30/2025

DISCLAIMER

MOST INFORMATION CONTAINED WITHIN THIS DOCUMENT IS PRESENTED OOC BUT SHOULD BE CONSTRUED AS IF ULTIMATELY LEARNED VIA IC MEANS.

Welcome to **Dynasty 8**, the exclusive Real Estate Brokerage of San Andreas, covering industrial warehousing and residential transactions across Blaine and Los Santos Counties.

This SOP shall serve as the predominant reference material for both new and tenured Agents alike, offering a plethora of guidance pertaining to the requirements, procedures, and general responsibilities within the Real Estate faction. Please work through each section carefully to ensure your full understanding and to preserve the continuity of Dynasty 8.

It is worth mentioning that while Dynasty 8 maintains its encouragement in providing dynamic RP Scenes for players across the server, **this is a service oriented character role**. Simply put, members of this faction are expected to preserve the professionalism and integrity of the faction throughout every scenario they encounter while clocked in as a real estate agent.





Section I. Facton Guidelines

A. General Conduct

These guidelines serve as a comprehensive framework for the conduct expected from every member of our team. At Dynasty 8, we pride ourselves on maintaining the highest standards of professionalism, ethical behavior, and client-focused service.

The general conduct of Realtors should further serve to provide clarity and consistency in our operations, ensuring that each interaction reflects the integrity and excellence that define our esteemed brokerage.

1. Ongoing Expectations:

Dynasty 8 reserves the right to routinely conduct Agent Background Checks and, at its own discretion, provide corrective action, leading up to or including termination, if Agents are found in violation of the following:

- a. Agents must maintain a clean record with zero felonies. Felony speeding charges are not considered felonies for employment.
- b. Minor speeding tickets or traffic violations may be overlooked, however, the consistent frequency will be taken into consideration.

2. Professionalism:

Our Brokerage has strived to establish itself as a reputable real estate brand with an unwavering commitment to its clients. As Agents are a direct extension of our brand, they are expected to maintain a professional demeanor at all times and must ensure of the following:

- a. Agents must adhere to a business OR business casual dress code when clocked in.
- b. Agents should arrive in a presentable vehicle when meeting with clients.
- c. Agents must always keep in mind their responsibility to their clients. This means putting all client needs before that of your own and ensuring every step of the process is conducted in such a way to benefit your client.
- d. Agents are expected to maintain a position of neutrality when dealing with the general public. An Agent may not decline providing real estate services based on a personal bias towards a potential client.





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3. Confidentiality

All client negotiations, financial and personal information, or otherwise, is to be kept private unless the client directly specifies their explicit permission to release or share such information. ***UNDER NO CIRCUMSTANCE can any client information ever be shared otherwise, nor should any internal real estate information be distributed to non-realtors (i.e. #realtor-chat, #processing, #housing-log, etc).***

B. Procedural Overview

Dynasty 8 procedures are crafted to streamline our operations, ensuring efficiency, consistency, and excellence in every aspect of our real estate services. The following principles shall be maintained for every potential transaction in accordance with the San Andreas Real Estate Commission:

1. Realtors are able to sell Residential Sales Only (Warehouses & Business Mailboxes exception)
2. All properties are sold on a "First come, first serve" basis (except established gang areas)
 - a. If you have multiple interested parties, verify proof of funds of each buyer to further vet who may or may not be a viable buyer.
 - b. If there are multiple interested parties who all have the appropriate funds to purchase the residence, you must contact an Attorney so that the property can be scheduled for Court Auction.
3. One Residential Property per citizen:
 - a. Citizens may only own or co-own ONE property at a time
 - b. Citizens may not own one property and co-own another
 - c. The only exception to this rule is licensed businesses (only the mailbox, no garage)

C. Dynasty 8 Headquarters

All realtors will be provided with access to the Dynasty 8 headquarters to conduct business, meet with clients, etc. The building is located on the corner of West Eclipse Blvd. & South Mo Milton Drive, but is not marked on the map. There is a parking garage on the north side of the building.



Section II. Representing a Seller

At Dynasty 8, we approach the representation of prospective homeowners with a commitment to excellence and personalized service. Our dedicated team understands the significance of selling a home, and we prioritize the unique needs and goals of each homeowner. From the initial consultation to the final closing, we employ a comprehensive and tailored approach, leveraging our expertise in the real estate market of San Andreas. Our emphasis on transparent communication, strategic marketing, and meticulous attention to detail ensures that every homeowner receives the highest level of representation, making the process of selling their home with Dynasty 8 a seamless and rewarding experience.

A. Selling a Property back to the state

Citizens have the choice to forego the listing process and sell their property back to the State of San Andreas directly. If electing to do so, a Citizen must be reminded that they will only receive 65% of what they had paid. Below is a general overview of how the State Sale Process is conducted:

1. List the homeowner's property in #Processing with the following format:

Description	Information
Name:	<i>Homeowner's Full Legal Name</i>
Address:	<i>Property Address</i>
Purchase Price:	<i>Purchase Price that Client Purchased Property at</i>
Deposit Amount:	<i>65% of What the Client Paid for the Property (in dollars)</i>
Social Security Number (SSN):	<i>Player's ID Number</i>

2. Advise the Seller that a State Employee (Doris from Dept of Licensing) will issue a deposit that will be made in their primary account within 7-10 business days.
3. Advise the Seller to remove all items they currently have in the main storage that comes with the property or if they're becoming a co-owner after having been an Owner, then all storages should be emptied or it will be inaccessible upon Sale to the State until they are an Owner again.



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B. Listing the Property

In following a traditional sales process, a homeowner also has the ability to list their property for sale on the market. Remind sellers that timing for sale will be entirely dependent on multiple factors, including current demand, market saturation, and pricing.

1. How to list the property
 - a. Access their property in the tablet
 - b. Update the property
 - c. Scroll down and move the listed bar to the "on" position.
2. Advisories for Homeowner
 - a. With authorization from the Homeowner, Agent may include Homeowner's contact information within the Listing Summary to be the primary point of contact.
 - b. If/when the residence sells, 88% of the sale will be deposited directly into the homeowner's personal bank account.

C. Discounts & Special Pricing

All residences sold on the marketplace must be sold at a reasonable price, and therefore, must abide by the following pricing restrictions:

1. Negotiations of Pricing - It is highly advised to discuss pricing criteria with your client BEFORE listing the home so that appropriate expectations are set. With that stated, there will be times where a buyer will offer less than what the asking price is, as well as times where the homeowner wishes to gain appreciation on the home in excess for what they had purchased it for. The following guidelines pertain specifically to increases or decreases in pricing:
 - a. **Decrease & Increased Pricing:**
 - i. ONLY on Mansions can you decrease = Max decrease is 10% (\$1M+)
 - ii. Players can increase their Owner Price up to 25% - A homeowner, at their own discretion, is permitted to increase the sale price for their residence up to 25% of the current market value.
 - b. **The ONLY exception for discounts or lowered pricing, is for Dynasty 8 Realtor Discount privileges. Max of 20% off properties that Realtors purchase for themselves (State Owned not Player Owned)**
 - i. Realtors CANNOT sell their properties if they use their discount until 3 months have passed. Any abuse of this will result in immediate termination.
 - ii. Additionally, Realtors are NOT permitted to sell their own property. Another realtor must do so.





Section III. Representing a Buyer

Representing prospective homebuyers is our expertise, and we approach this journey with dedication and personalized care. As the premier real estate brokerage in San Andreas, we understand the significance of finding the perfect home. From understanding a buyer's unique preferences to navigating the complexities of the real estate market, our team is committed to providing unparalleled support.

A. Buyer Pre-Qualification

Prior to representing a buyer for the purchase of a new residence, Realtors should go through a small series of "vetting" processes to better understand the buyer's needs:

1. Verify Current Ownership Status - Realtors must ensure that a prospective buyer is not an owner or co-owner of an existing property. If they are, they will have to relinquish ownership of the property PRIOR to purchasing a new one in one of the following ways:
 - a. They may sell their residence back to the State, as per Section II-A, and will be able to purchase another home immediately, or
 - b. They may list their residence on the market, as per Section II-B, but will have to wait for the property to sell before they may purchase a new one.
2. Understand Their Criteria - Gather as much information about the WANTS versus the NEEDS of a buyer will be paramount to determining availability and setting appropriate expectations with them. Budget, location, size, and amenities such as pools, parking, privacy, etc. are all very important distinguishing factors for the viability of a transaction that makes sense for the buyer.
3. Walk Them Through the Process - Giving a clear and appropriate overview of the purchasing process ensures that prospective buyers receive a positive experience in dealing with what could be one of the most important (and expensive) purchases of their lives.

B. Mortgages & Financing

At this point in time, there are no mortgage or lender options available through Dynasty 8 or the State directly. At their own expense and risk, Realtors are permitted to maintain loan options for buyers, or buyers may seek out alternative lending options as well. **For the purpose of this section, it is to be expressly understood that buyers must have the available funds to make a purchase.**





C. Market Price VS Owner Price

Simply put, Market Price is the market value designated by the State for a residence, while Owner Price is the increase or decrease of market value as designated by the Owner, as outlined by pricing regulations (Reference Section II-C).

D. Working through Settlement

Once a Realtor has verified that the buyer meets all of the purchasing requirements, they may proceed to settlement by following the following steps:

1. Using the tablet, open the property that is being purchased
2. Click on the 3 dots and select “Sell to Closest Person”
3. Follow Section IV for creating a property!





Section IV. Creating Housing/Installing New Locks

In most circumstances, Realtors will be dealing with transactions for existing homes on the market and will need to “change the locks” for the residence for the new owner. In rarer circumstances, a Realtor may be selling a brand new home that has never been available to the market. In either circumstance, both follow the same sequence of actions taken by the Realtor and are outlined here.

A. Minimum Housing Criteria

Evaluate the potential for ownership of a property by touring it with your client and ensuring the following:

1. Property must clearly look like a residence/residential space.
2. Property must have an ACCESSIBLE front door.
3. Property must have available space to install a garage.

B. Process of Creating Housing

1. Take a well-lit photo of the residence (make sure to have it uploaded somewhere where you can obtain the URL for it)
2. Open the Tablet and go to the Housing Tab
3. Select the Green Button located on the top left: “+ Create Housing”
4. Find the Address of the Property by facing your character North (towards Chilliad):
 - a. Odd House #: Property is in front of you or to your left
 - b. Even House #: Property is behind you or to your right
5. Write a well-versed description of the residence. Think through what makes it stand out, what is unique about the property, where is its general geographical location, what amenities does it have, what prominent locations are near it?
6. Add the photograph (paste the image URL into “Main Picture”)
7. Choose Property Type and Market Price based grid found on the following page(s)
8. List the Property on the market





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9. Marking Locations for Contractor Installation:
 - a. Door Placement
 - b. Mailbox Placement
 - c. Garage Placement
10. Ensure all required areas have been completed and press “Submit” at the bottom.
11. Interiors
 - a. Properties \$600K-\$1M qualify for the Savoy & Villa Mansion Interior
 - b. Mansion Interiors are for \$1M+
 - c. ENSURE that
 - i. Trailers = Trailer Interiors
 - ii. Apartments = Apartment Interiors
 - iii. Houses = House & Apartment Interiors
 1. Houses \$600K+ = Savoy & Villa
 - iv. Mansions = House & Mansion Interiors

C. Co-Owner

1. You can only cosign someone who does not currently own or co-own a property.
2. If they are an Owner or Co-Owner of another property, they must be processed out.
 - a. Please post it in #processing as so:
 - i. Co-Owner Removal
 - ii. Name: Aria Hart
 - iii. Address: 220 Invention Ct
 - iv. Removing Co-Owner: Pedano Schnazy

D. Interior Design

1. If an Interior Decorator is looking to be temporarily co-signed (**\$10K fee still applies**) as property co-owner of their client, they must provide a timeline (no more than 7 days) of how long they will need to decorate.
2. Any charges/fees they have for the client are NOT part of Dynasty 8.
3. As soon as you co-sign the decorator, immediately post their processing out with the timeline as so:
 - a. Co-Owner Removal
 - b. Name: Aria Hart
 - c. Address: 220 Invention Ct
 - d. Removing Co-Owner: Pedano Schnazy
 - e. Delay 4 days





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[[Interior Designs for all homes can be found here](#)]

TIER 1 RESIDENCES - 250 KG STORAGE		
PRICE RANGE	TYPE	LOCATION(S)
\$90,000 - \$120,000	Trailers	Sandy Shores

TIER 2 RESIDENCES - 300 KG STORAGE		
PRICE RANGE	TYPE	LOCATION(S)
\$190,000 - \$220,000	Apartments	Jamestown, Grove, Forum, El Burro
\$300,000	Houses	Heights, Paleo

TIER 3 RESIDENCES - 350 KG STORAGE		
PRICE RANGE	TYPE	LOCATION(S)
\$350,000	Paleo One Story House Catfish View Small House	Mirror Park Farm W of Senora
\$550,000	Small house with pool backyard Grow op	Paleo Bay Catfish View Vespucci Canals
\$750,000	Vespucci Canals	
\$850,000	Large house with pool and backyard	

TIER 4 RESIDENCES - 400 KG STORAGE		
PRICE RANGE	TYPE	LOCATION(S)
\$750,000	Hills house with no pool and limited exterior	Chumash
\$850,000	Beach houses	Magellan Ave
\$900,000	West Side of North Rockford (left side only) Farm house with Lighthouse	Catfish View
\$1,000,000	Stairs access or higher end beach houses	Farmhouse



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TIER 5 RESIDENCES - 500 KG STORAGE		
PRICE RANGE	TYPE	LOCATION(S)
\$1,000,000-\$1,500,000	Small mansion with small/no yard, no pool	Vinewood Hills Sam Austin Drive University Area North Rockford
\$1,500,000	Small mansion with pool	
\$2,000,000 - 2,500,000	Medium Mansion with regular pool	
\$3,500,000	Gated community South of University	
\$3,500,000	Large Mansion	
\$4,000,000	Spanish Mansion	
\$4,500,000	Mega Mansion	

D. Restricted Areas & Properties

LIST OF PROPERTY TYPES THAT ARE NOT TO BE SOLD	
<p><u>General Restrictions:</u></p> <ul style="list-style-type: none">• Areas that are Inaccessible• Any property with Open MLO• Any property near a Civilian Jobs• Portables• Illegal Locations / Drug Locations• Oversized Mansions (i.e.: Playboy Mansion)	<p><u>Any Non-Residential Property:</u></p> <ul style="list-style-type: none">• Farms & Farmland• Industrial Areas• Commercial Areas / Business Locations <p><u>Specific Locations:</u></p> <ul style="list-style-type: none">• Alien Hill / Painted Rock (by BCSO)• Nudist Camp / Chiliad• Richman Hotel





Section V. Co-Owner Acquirement (COA)

The primary intent for a Co-Owner Acquisition is to ensure that co-owners have a viable legal claim to the home in the event of (a) the primary owner's attempt to sell the home, (b) a primary owner's passing, (c) the primary owner's departure from the State, (d) repossession through eminent domain.

Following the Co-Owner Acquisition, the co-owner/new owner must live in the property for at least **1 to 2 months pending Sheeza or D8 leadership approval before they are able to sell the property.**

Additionally, co-owners assume the regular sale prices of Sale to State or Sale on Market - **approval pending situation by Sheeza or D8 Leadership.**

What qualifies a co-owner for COA?

- 3+ Months of Co-Owning
- Review #housing-log
 - Look up the address
 - Should look like this:

User	Transaction ID	Date	Sold To	Price
James Conners	141694	Today at 8:56 PM	Suki Luna	\$300000
Tobe Stroll	93630	05/17/2023 2:47 PM	Gerald Flores	\$200000
Terri Manny	94712	11/16/2022 9:42 PM	Shawn Morgan	\$215000

- See when the house was purchased, if it was purchased more than 3 months ago, then ask the Co-Owner how long they've been the Co-Owner



continued on next page



A. Price Modification Process

Prior to adding a Co-Owner to a property, the Owner Price will need to be changed in order to reflect the appropriate pricing, as detailed in Section VII-B below. Upon completion of the COA, the pricing must be reverted to the original price again.

B. Co-Owner Acquisition Fee

COA FEE	
PRICE	TYPE
\$20,000	Trailers
\$30,000	Apartments & Small Houses
\$40,000	Vespucci, Mirror Park, Etc.
\$50,000	Mansions





Section VI. Property Holds

A **Property Hold** is a process where an open-property (**NOT OWNED**) may be completely removed from the market for up to a 72-hour window, granting a buyer the opportunity to tie up any loose ends in order to complete a transaction. This process may be granted or denied at a Realtor's discretion, and while there are no specific requirements or restrictions to grant a property hold (outside of signing an agreement) , Realtor's should be utilizing their best judgment on a case by case basis.

A. The Process

Follow this step by step guide to correctly execute a property hold:

Property Holding Fee

1. Service: If a client requests to put a property on hold, we can charge them a holding fee. 72 hour max property hold (taking the property off the market aka unlisting it). Fees will align with the COA layout.
 - a. \$20K (Trailers)
 - b. \$30K (Apartments & small houses)
 - c. \$40K (Vespucci, Mirror Park, etc)
 - d. \$50K (Mansions)

-- *This fee does NOT count towards their property purchase --*
2. Charge: You must use a Payment Terminal to not circumvent taxes. 100% of the fee goes to the Realtor.
3. Please post in the **Property Hold Log (#processing thread)** the following format:
 - a. Property Hold
 - b. Address: 123 Make Believe Ave
 - c. Interested Party: (Client Name)
 - d. Phone #: 123-4567
 - e. Duration: 48 hour hold





Section VII. Warehouses

Serving as one of the newest forms of real estate that may be acquired, warehouses have been proven to be a stimulant for the San Andreas economy. With that stated, their sale requires a unique sequence of guidelines and processes unlike any other type of real estate sale:

A. Preliminary Guidelines

1. Any Realtor also working in any Law Enforcement Agency or the Department of Justice is **restricted** from selling Warehouses. Nor do those Realtor's know where those locations are.
2. Warehouses should be sold to the Primary Owner of a business or the OI of a Gang.
 - In order to qualify for a warehouse, the player must have at least 2 weeks of active playtime in the server. This **MUST** be confirmed with Sheeza or Terri prior to **any** approval for a warehouse.
3. Building chosen for the Warehouse should be of reasonably large enough size for any of the shells and should not be located at a store front.
4. While Warehouses do not have to be immediately next to or near the real estate belonging to the Business or Gang, it CANNOT overlap another Gang's territory or Warehouse (*Use common sense, don't let gang A put their warehouse in the middle of gang B's turf*).
5. Warehouses cannot be put into public infrastructure(s).
 - For example, inside an MLO or in a known building such as FIB.

B. Selling & Creating the Warehouse

Requirements:

- **Only Established Businesses can purchase a Warehouse**
- **Any Gang (Established or not) can purchase a Warehouse**
- **Warehouse Garages are \$200K**
 - **Realtor keeps 10%**
 - **Transfer the rest to 9999999 (7 nines)**





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1. Create the property and sell it to the Owner of the Warehouse for \$1
 - a. Place Mailbox & Door - the door is the entrance to the warehouse
 - b. Address - Same process as general housing
 - c. Type - Tier 0
 - d. Description - Warehouse
 - e. Main Picture - Not needed
 - f. Market Price - \$00001 (four zeros)
 - g. Unlist it
 - h. Place **ONLY** Door & Mailbox
2. Hit T and type /makewarehouse command.
 - a. This will trigger a menu that allows the player to configure the warehouse (/makewarehouse converts property door to the warehouse)
 - b. Will NOT work if the Owner is not listed as the Owner/01 in the system.
 - c. Will also not work if the player is part of a gang and is obtaining a Warehouse for business purposes
 - i. Player will need to be fired from the Gang and then given the warehouse and then rehired on (Moderator +)
3. Door needs to be added to an actual door, not a garage door
4. Warehouse Garages
 - a. \$200K
 - b. Terminal or Bank Transfer
 - c. Transfer \$180K to **9999999 (7 nines)**
 - d. \$20K belongs to the Realtor
 - e. How it works:
 - f. Update the property
 - g. Place the garage
 - h. Warehouse Permission: Access Warehouse Perm needs to be given to members because the garage can only be seen by those who have that permission.





C. Moving Warehouse Location

If the owner of the warehouse wants to move the location of the warehouse, the wait period to move is now 2 weeks from the request date. At the end of the two weeks, the warehouse can be moved to the new location.

1. Moving Warehouse Fee - 50% of the Original Purchase Price

- Once the new location has been approved by Sheeza or Terri, you will charge the client 50% of the purchase price of their warehouse.
- It is important to ensure that the client knows that the warehouse moving process will no longer be a 24 hour process as noted above.
 - Upon the initial request and approval to move the Warehouse, please post the following format in #d8-warehouse:

Name of Business/Gang:
Requesting Warehouse Move: (insert date)

- After the 2 weeks is up, please move the Warehouse and post the following format in #d8-warehouse:

Name of Business/Gang:
Old Address:
New Address:
50% of Purchase Price Paid:
10% of Purchase Price to Realtor:
Warehouse has been moved:

- Charge 50% of the original purchase price via terminal or bank transfer
- Transfer 90% of that 50% to **9999999 (7 nines)**
 - For a warehouse that was purchased for \$1,000,000 - 50% of that would be \$500K to be charged to the gang/business to move.
 - 90% of that \$500K (\$450K) would be transferred to 9999999
 - 10% of that \$500K (\$50K) would belong to the Realtor
- Update the address to the new location
- Update the door location
- Update the mailbox location
- Update garage location (if applicable)





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To confirm what the original purchase price of the warehouse was, search the address of the warehouse in #d8-warehouses. If you are unable to locate it, please confirm with Terri or Sheeza.

ONCE THE WAREHOUSE IS MOVED, the player can **NOT** move their warehouse for **6 months**.

- Any moves must be approved by Sheeza or Terri.

If the owner of the warehouse would like to upgrade their current warehouse (ex. from a small to a large), their warehouse will need to be completely deleted (Mod+) and they will have to purchase another warehouse at full price. The client will need to wait 24 hours (by next storm) until they are able to re-purchase. They will NOT be reimbursed for the deleted warehouse.

Additionally, if the owner of the warehouse would like to upgrade their warehouse **AND** move locations, they will be charged the full price of the new warehouse (after the original warehouse has been deleted), along with the fee of 50% of the new warehouse to move the warehouse.

For example:

1. If MCF have a Large warehouse and want to move to another location and downgrade to a Medium Warehouse, then MCF would pay for a new Medium Warehouse including 50% of the Warehouse Move fee of that Medium Warehouse.

Fee's being charged for MCF:

- New Medium Warehouse
- 50% Moving Fee of the Medium Warehouse

2. If MCF have a Medium warehouse and want to move to another location and upgrade to a Large warehouse, then MCF would pay for a new Large Warehouse, including 50% of the Warehouse Move fee of that Large Warehouse.

Fee's being charged for MCF:

- New Large Warehouse
- 50% Moving Fee of the Large Warehouse