

STANDARD OFFICE PROCEDURE

HIDDEN WEAPONS

(Company) (permits) (does not permit) individuals licensed to carry concealed firearms in Illinois to carry such firearms on its premises. This policy applies to everyone present on the property, including employees and licensees of (Company).

The restriction mentioned above covers all locations where employees or licensees conduct business for or on behalf of (Company), including (Company)'s offices, clients' homes or offices, property showings, broker tours, open houses, listing presentations, sales meetings, trade shows, conventions, and other events sponsored by (Company)

Any employee or licensee tasked with showing a property must comply with any posted restrictions on concealed firearms at the property (for commercial properties) or any known prohibitions for residential properties.

ⁱ Explanation:

The first paragraph gives the broker the option to indicate whether or not employees and licensees are permitted to carry concealed firearms. The broker should select either "does" or "does not" to clarify this policy.

The second paragraph may be included if the broker prohibits carrying concealed firearms not only on the broker's premises but also in any locations outside the office.

The third paragraph should be part of all policy manuals to demonstrate the broker's acknowledgment and respect for property owners' rights to prohibit concealed firearms on their properties.