<<<Insert date here>>>

<<<Insert Licensee First and Last Name>>>

<<< Insert Licensee Street Address (as it appears on drivers license) here>>>

<<<Insert Licensee City, State and Zip>>>

Idaho Real Estate License Number: 1234567

**Individual Designated as Essential**

To whom it may concern:

This brokerage is committed to protecting the health and safety of our community while providing our essential services. When possible, we are providing services remotely and when not possible, we are providing them under the social distancing requirements of the law.

Please accept this documentation that the individual identified above is, while actually providing real estate services, deemed “essential” as they are a licensed real estate professional providing services to this brokerage. Any brokerage clients would also be considered “essential.” (Our clients can be easily identified as they have a documented representation contract with our brokerage.)

The services provided by this brokerage (Idaho Brokerage License Number 123456) have been categorized as essential to the infrastructure during this time of extreme emergency. The construction of commercial and residential real estate **and the transfer and selling of that property** were specifically identified as “essential” by the Governor’s statewide Order to Self-Isolate dated March 25, 2020. That order specifically states:

For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of **"Essential Infrastructure," including, but not limited to, public works construction, commercial construction and the transfer and selling thereof, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness) and the transfer and selling thereof… (Order Page 6, Subsection (c)).**

In addition to the licensee whose name appears above, there may be times where these licensees require the assistance of other individuals providing critical support. These individuals (home inspectors, appraisers, construction contractors and the like) to the extent they are actually providing support services are also categorized as exempt.

**For purposes of this Order … others working for or to support Essential Businesses are categorically exempt from this Order. (Order page 7, Subsection (d)).**

Pursuant to Idaho Code 28-50-101 *et. seq*. electronic copies of this letter constitute the legal equivalent of a physical hard copy.

If you have any questions, concerns or comments please feel free to contact the Brokerage at 208-555-5555

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**<<<broker name>>>**