

ACCEPTANCE OF GOODS MODEL POLICY

The *Texas Pawnshop Act* requires that the pawnbroker monitor goods purchased, accepted in pawn, or goods otherwise acquired in order to identify and prohibit transactions involving stolen goods.

This pawnshop will not accept for pledge or otherwise acquire any item that is stolen or has the appearance of not belonging to the person offering such item for pledge or purchase.

Each employee of this pawnshop will not accept for pledge or otherwise acquire:

1. Any item on which the serial number has been defaced, altered, or removed;
2. Any item that is marked in a manner that suggests or indicates ownership by a:
 - a. Rental company;
 - b. Motel;
 - c. Training school;
 - d. Construction company;
 - e. Governmental body; or
 - f. Any person or firm other than the person offering the item.
3. Any item of new merchandise (an item that has not been used by anyone else previously for its intended purpose). Two exceptions are permissible:
 - a. Receipt or proof of ownership. The seller or pledgor of the offered item produces a valid receipt or other evidence of ownership or purchase of the item.
 - b. No receipt with written statement. The seller or pledgor of the offered item provides a signed and dated written statement including a description of how the seller or pledgor came into possession of the item (e.g., Christmas gift) and that the seller or pledgor does not have a receipt.In each case, a copy of the receipt, document evidencing ownership, or written statement must be attached to and retained with the item or filed in this pawnshop's numerical pawn ticket file (pawn ticket) or purchase ticket file.

Each employee of this pawnshop will require, at a minimum, one of the following forms of identification as a prerequisite to any pawn transaction or purchase:

1. A state-issued driver's license;
2. A state-issued identification card;
3. A passport;
4. A valid military identification;
5. A certificate of identification from the Mexican Consulate, certificado de matricula consular; or
6. An identification issued by the agency of the United States responsible for citizenship and immigration.

The form of identification must contain a photograph of the pledgor or seller. Each employee's best effort must be used to determine that the identification used is genuine and unaltered and that the identification presented properly identifies the pledgor or seller.

Used or secondhand personal property may not be purchased from a person other than another pawnbroker unless a record is established that contains:

- a. The name, address, and physical description of the seller;
- b. Either the driver's license number, military identification number, identification certificate number, or other official number capable of identifying the seller;
- c. A complete description of the property including the serial number if reasonably available or other identifying characteristics; and
- d. A signed document from the seller stating that the seller has the right to sell the property.

No employee may accept as pledged goods building construction materials including copper pipes, tubing and wiring, aluminum wire, plumbing supplies, electrical supplies, window glass, lumber, or other similar materials unless a record is established that contains the information authorizing the purchase of used or secondhand personal property as discussed above.

This pawnshop will not accept stolen items for pledge or purchase. Each employee should use the best judgment possible when evaluating the pledgor or seller of goods to determine that the person is the rightful owner of the goods. If an employee doubts the rightful ownership or authority of the person offering goods for pledge or purchase, the transaction should not be made. Each employee is instructed to observe the actions of the person offering the goods. It is important to pay attention to the value of the item being offered as compared to the price requested and any other circumstances of the offeror that might relate to the validity of the transaction.

AGAIN, THIS PAWNSHOP DOES NOT ACCEPT FOR PLEDGE OR PURCHASE ANY ITEM THAT IS STOLEN OR HAS THE APPEARANCE OF BEING STOLEN.

The undersigned employee acknowledges receipt of this policy and understands full compliance with the terms of this policy is a condition of continued employment.

Signed

Printed Name

Date