



As a prospective buyer, I have been advised that NY Department of State has directed all Real Estate Brokers to adopt a **STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE PURSUANT TO REAL PROPERTY LAW §442-H**.

I am aware that Keller Williams Staten Island (the "Broker") has adopted the following Standardized Operating Procedure for purchasers of real estate:

Broker **Requires** a pre-approval for a mortgage loan / proof of funds prior to scheduling an appointment to show a property*^

Broker **Does not require** prospective buyer clients to show identification prior to scheduling an appointment to show a property*

Broker **Requires** Exclusive Buyer Broker Agreements prior to scheduling an appointment to show a property.

I/We **decline to provide** a pre-approval/proof of funds and understand that should a seller require this information

I/We may be precluded (based on the seller's requirements) from touring the property until such information has been made available.

Dated: _____

Buyer

Buyer

*Although Broker may not require such information, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.

^ If a prospective homebuyer does not provide pre-approval/proof of funds prior to scheduling an appointment to tour a property, prospective homebuyer should provide that information prior to scheduling another appointment.