



STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE PURSUANT TO REAL PROPERTY LAW §442-H

Keller Williams Staten Island (the “Broker”) is making this Standardized Operating Procedure available on any publicly available website and mobile device application maintained by the Broker and any of its licensees and teams. Broker has copies of these Standardized Operating Procedures available to the public upon request at Broker’s office location.

Please be advised that Broker:

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

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

Does not require Exclusive Buyer Broker Agreements prior to scheduling an appointment to show a property.

**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/can 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.