

KELLER WILLIAMS NYC Standardized Operating Procedures for Purchasers of Real Estate Pursuant to Real Property Law §442-H

KELLER WILLIAMS NYC is making these Standardized Operating Procedures available to the public. Hard copies of these Standardized Operating Procedures are available upon request at our office location. Standardized Operating Procedures for Prospective Homebuyers in Order to Receive Services from KELLER WILLIAMS NYC:

1. We do not require identification from a prospective purchaser

- There is no general requirement to provide photo identification in order to work with KELLER WILLIAMS NYC. However, prior to entry to our KELLER WILLIAMS NYC office, customers may be required to present photo identification for security or similar purposes. Also, individual property owners, certain sponsor/ developer-clients or managing agents, or certain listing brokers may require photo identification prior to a showing or to work with them, and we will communicate this information to buyers when such a situation arises.

2. We do not require identification from a prospective purchaser

- An exclusive Buyer Representation Agreement is not required to work with KELLER WILLIAMS NYC; however, nothing prevents any licensee from working with a prospective homebuyer under an Exclusive Buyer Representation Agreement for the mutual purpose of exclusivity.

3. We do not require a pre-approval for a mortgage loan in order to show a purchaser properties

- A pre-approval for a mortgage loan is not required to work with KELLER WILLIAMS NYC per se, however, nothing prevents a licensee from recommending the prospective homebuyer obtain a pre-approval but may not require it. individual property owners, certain sponsor/developer clients, or certain listing brokers may require one – and if so, we will communicate such information to prospective home buyers when such situations arise.