



**STANDARD OPERATING PROCEDURES
FOR HOMEBUYERS OF RESIDENTIAL REAL ESTATE
PURSUANT TO NYS REAL PROPERTY LAW §442-H**

Following are the Standard Operating Procedures (“SOP’s”) of Four Seasons Realty Team (“Broker”) in regards to the prerequisites for prospective homebuyers (regardless of agency representation) prior to receiving services from our sales agents.

Standard Operating Procedures:

1. Personal Identification: Prospective homebuyers are not required to provide personal identification prior to receiving services from Broker and/or sales agents of Four Seasons Realty. This may be required later on as part of the buying and or application process.*
2. Exclusive Buyer Representation Agreements: Prospective homebuyers are not required to sign an exclusive buyer representation agreement prior to receiving services from Four Seasons Realty sales agents, but such an agreement may be agreed upon by a homebuyer and a Four Seasons Realty agent.
3. Mortgage Pre-Approval: Prospective homebuyers are required to provide a mortgage pre-approval prior to receiving services from Four Seasons Realty sales agents.*

* Regardless of Four Seasons Realty Team’s Standard Operating Procedures, a third party, such as a seller or a listing broker/agent, may still require this information prior to showing a property, or allowing admission to an open house. Pre-approvals may also be required by third parties when submitting an offer of purchase.

Effective April 20, 2022