

LEWIS

REALTY GROUP

STANDARD OPERATING PROCEDURES FOR PURCHASERS & RENTERS OF REAL ESTATE PURSUANT TO REAL PROPERTY LAW §442-H

Lewis Realty Group brokers, associate brokers, and salespersons are required by New York State Real Property Law §442-H to uniformly apply the Brokerage's Standard Operating Procedure (SOP) when qualifying Buyers / Renters.

The Lewis Realty Group Standard Operating Procedures are as follows:

1. Buyer(s) / Renter(s) are not required to provide identification to work with a Lewis Realty Group brokers, associate brokers, or salespersons. However, buyer(s) / renter(s) may be required to show identification to enter certain Lewis Realty Group offices if required by the building's security, attend an open house or showing at the direction of a homeowner, listing agent, or in any other circumstance as directed by a third party, including but not limited to, a seller, landlord, listing agent, sponsor / developer, managing agent, or building security.
2. Exclusive Broker Agreement: Exclusive brokerage agreements are required for buyer(s) / renter(s) to work with Lewis Realty Group agents.
3. Pre-Approval / Proof of Funds: Proof of funds (excluding source of income) including mortgage pre-approval when an offer includes financing, is required before making an offer to purchase or rent.

Property owners are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyer(s) / renter(s), is applied uniformly and objectively to all buyers / renters and is non-discriminatory. Further, such criteria may only be directed by a property owner if such owner directs their criteria in writing. Hard copies of these Standardized Operating Procedures are available upon request at any Lewis Realty Group office location in New York State.