

Standardized Operating Procedures for Purchasers or Renters of Real Estate Pursuant to Real Property Law §442-H

All HLRE agents are required by State Law to uniformly apply their Brokerage's Standard Operating Procedure (SOP) when qualifying Buyers / Renters.

The HLRE Real Estate SOPs are as follows:

- 1. Prospective Client's IDs: Buyer(s) / Renter(s) are not required to provide identification to work with a HLRE agent. However, buyer(s) / renter(s) may be required to show identification to enter certain HLRE 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, seller, landlord, listing agent, sponsor / developer, managing agent, or building security.**
- 2. Exclusive Broker Agreement: No exclusive brokerage agreements are required for buyer(s) / renter(s) to work with HLRE 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, inclusive of the date of such direction.**



Hard copies of these Standardized Operating Procedures are available upon request at any HLRE office location in NYS.

Dated: August 15, 2025

By: Salima Tongo
Salima Tongo
President, HLRE

The foregoing document was acknowledged before me this 15th day of August, 2025, by Salima Tongo, who personally appeared before me and proved to me on the basis of satisfactory evidence to be the person whose name is signed above and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.



Notary Signature

8/15/25

Date

