SOUTHERN TIER & FINGER LAKES
KELLERWILLIAMS. REALTY

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

Keller Williams Realty Southern Tier & Finger Lakes (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(s).

Please be advised of the following "Broker's Procedures":

- We do not require identification from a prospective homebuyer.
- We do require a homebuyer to sign a buyer brokerage agreement.
- We do require that prospective homebuyers obtain a pre-approval for a mortgage loan or a proof of funds prior to, or within 5 business days of the time of first home showing.

Homebuyers also understand that situations may arise where the instructions of a Seller may vary from the "Broker's Procedures". Accordingly, this possibility should be explained to prospective homebuyers and Brokers may be obligated to follow the instructions of the Seller even if it is contrary to the Broker's Procedures.

Acknowledgment of Broker
Keller Williams Realty Southern Tier & Finger Lakes

Christopher F. Scata, Principal Broker

Keller Williams Realty STFL

21 E Market St, Suite 101
Corning NY 14830