



HOULIHAN LAWRENCE

Houlihan Lawrence, Inc. Standard Operating Procedures

Houlihan Lawrence, Inc. (Houlihan Lawrence) as a broker of residential real estate is required by New York State Law to adopt Standard Operating Procedures (“SOPs”) that Houlihan Lawrence and its real estate licensees operating in New York State shall uniformly apply regarding prospective buyers prior to receiving any services.

These SOPs are:

1. Houlihan Lawrence does not require prospective buyers to provide identification to begin work with a Houlihan Lawrence licensee.
2. Houlihan Lawrence does not require prospective buyers to enter into an exclusive buyer representation agreement to begin work with a Houlihan Lawrence licensee. However, a prospective buyer and a Houlihan Lawrence licensee may mutually agree to enter into an exclusive buyer representation agreement.
3. Houlihan Lawrence does not require prospective buyers to provide proof of a mortgage pre-approval as a condition to begin work with a Houlihan Lawrence licensee. However, Sellers may require a mortgage pre-approval and/or other requirements when allowing prospective buyers to enter their homes or when reviewing offers, in which case a Houlihan Lawrence licensee will make such requirements known to prospective buyers in the course of working with prospective buyers.