



NYS STANDARD OPERATING PROCEDURE

All SRG RESIDENTIAL LLC licensed salespersons are required by NYS law to uniformly apply our Standard Operating Procedure (SOP) when qualifying buyers and/or renters.

SRG RESIDENTIAL LLC has copies of these Standard Operating Procedures available to the public upon request.

Please be advised that SRG RESIDENTIAL LLC'S SOP is as follows:

- 1) Identification. Buyer(s)/Renter(s) are not required to provide identification prior to a showing at a property or making an offer to purchase or rent a property.
- 2) Exclusive Broker Agreement. Exclusive Broker Agreements or Non-Exclusive Broker Agreements are required in order for a buyer/renter to work with a SRG RESIDENTIAL LLC licensed salesperson.
- 3) Pre-approval/Proof of Funds. Proof of funds and pre-approval (when an offer includes financing) are both required in order to make an offer to purchase or rent.

PLEASE BE ADVISED THAT THE ABOVE PROCEDURES MAY BE ALTERED BY A SELLER OR OWNER OF REAL ESTATE. A SELLER OR OWNER IS ENTITLED TO SET THEIR OWN GUIDELINES SO LONG AS THEY ARE APPLIED UNIFORMLY TO ALL BUYERS AND RENTERS ALIKE.