

**STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE
PURSUANT TO REAL PROPRTY LAW §442-H**

Todd Drake Empire Real Estate MGT _____ (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.

Please be advised that Broker:

- | | | |
|-----------------------------------|---|---|
| <input type="checkbox"/> Requires | <input type="checkbox"/> Does not require | 1. Prospective buyer clients to show identification* |
| <input type="checkbox"/> Requires | <input type="checkbox"/> Does not require | 2. Exclusive buyer broker agreements |
| <input type="checkbox"/> Requires | <input type="checkbox"/> Does not require | 3. Pre-approval/pre-Qualified for a mortgage loan / proof of funds* |
| <input type="checkbox"/> Requires | <input type="checkbox"/> Does not require | 4 Proof of funds for a cash transaction is required
Proof of funds can be a statement from you bank, investment company etc.
and must have the name of person that will be on contract. |
| <input type="checkbox"/> Requires | <input type="checkbox"/> Does not require | 5 Proof they will be an owner occupant may be required |

*Although Broker may not require such information, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.

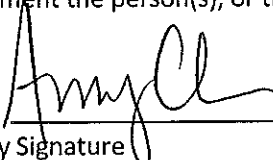
1. sellers or seller's agents often require a lender pre-approval letter and/or a COVID-19 Disclosure/Questionnaire Form prior to confirming a showing appointment, and/or prior to considering an offer;
2. only a lender or qualified financial professional can confirm your true budget with any degree of certainty – internet forms and apps are only guessing as to what your interest rate would be and which loan programs you are qualified for;
3. most times offers must be made very quickly before another buyer wins the deal, so once you decide to make an offer there is very little time to wait for a lender to be contacted and for him or her to prepare a pre-approval; and
4. submitting an offer without a lender pre-approval is widely-regarded as being inferior and unprofessional, and will often cause a seller to ignore or reject that offer.

Acknowledgement of Broker:

By: _____
Name:
Title:

State of _____
County of _____

The foregoing document was acknowledge before me this 13 day of April 2022 by Todd Drake who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument



Notary Signature

AMY CHEVALIER
NOTARY PUBLIC-STATE OF NEW YORK
No. 01CH6377014
Qualified in Rensselaer County
My Commission Expires 06-25-2022