

**Standardized Operating Procedure for the Prerequisites  
Prospective Homebuyers Must Meet Prior to Services  
Pursuant to New York Real Property Law Section 442-h**

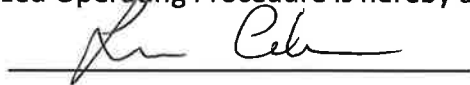
On December 21, 2021, New York Real Property Law section 442-h (rules of the Secretary of State relating to real estate brokers and salespersons) was amended to require, in part, that real estate brokers institute standard operating procedures addressing the prerequisites prospective homebuyers must meet prior to provide them with any services.

The Standard Operating Procedures for **Keller Williams Realty Landmark** located at **32-55 Francis Lewis Boulevard, Bayside, New York 11358** as of April 20<sup>th</sup>, 2022 are as follows:

- 1) The Broker does not make it mandatory for prospective buyer clients to show identification unless specifically mandated by the seller prior to showing the property and/or as part of the purchase offer
- 2) The Broker does not make it mandatory for the agent to have an exclusive buyer broker agreement.
- 3) The Broker does not require a pre-approval for a mortgage loan or proof of funds unless specifically mandated by the seller when the Exclusive Right to Represent documentation is signed or amended thereafter.

This Standardized Operating Procedure is hereby acknowledged by the Broker:

Broker:



Luis Cardenas  
Keller Williams Realty Landmark  
License No 49CA1151086

The foregoing document was acknowledged before me this 12<sup>th</sup> day of April 2022 by Luis Cardenas who personally appeared and proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on this instrument the person, or the entity upon behalf of which the person acted, executed the instrument:



Dated: 4/12/22

Notary Public – State of New York

County of Queens

