SAUNDERS

A HIGHER FORM OF REALTY

STANDARD OPERATING PROCEDURES FOR PROSPECTIVE HOMEBUYERS

Saunders & Associates ("SA"), in compliance with Section 442-h (4) of the Real Property Law of the State of New York, and in an effort to ensure full disclosure and honest and fair dealing and to be fully transparent in its workings with all buyers in compliance with Fair Housing Rules and Regulations, hereby adopts and declares the following as the prerequisites every homebuyer shall meet prior to receiving licensed real estate sales services:

1. SA does not require prospective homebuyers to show photographic identification.

2. SA does not require prospective homebuyers to show pre-approval for a mortgage loan in order to view properties for purchase.

3. SA does not require a homebuyer to sign an exclusive buyer broker agreement requiring a homebuyer to work only with SA on all properties.

4. SA does require every homebuyer to sign the NYS Agency Disclosure Form and the Fair Housing Disclosure Form.

Notwithstanding SA's policy, an individual property owner may require some or all of the above items. If an individual property owner does so require any of the items, we will communicate such fact to the prospective homebuyer.

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Theresa K. Quigley *Date*
Executive Managing Director

State of New York)
County of Suffolk) ss.:

On the 25 *day of April in the year 2022, before me, the undersigned notary public, personally appeared Theresa K. Quigley, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(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 capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.*

Notary Public

Brynn N Sheridan
NOTARY PUBLIC, State of New York
No. 01SH6364190
Qualified in Suffolk County
Commission Expires September 5, 2025