

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

Colleen Holmes, Broker of Record,
Tina Leonard Real Estate, LLC

(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:

- Requires Does not require 1. Prospective buyer clients to show identification*
- Requires Does not require 2. Exclusive buyer broker agreements
- Requires Does not require 3. Pre-approval for a mortgage loan / proof of funds*

**Required prior to making an offer

*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.

Acknowledgement of Broker

Broker:

By: *Colleen Holmes* dotloop verified
04/19/22 9:46 AM EDT
YVOR-FFLM-DSZQ-POME

Name: Colleen Holmes

Title: Broker of Record

State of New York

County of Essex

The foregoing document was acknowledge before me this 19 day of April 2022 by Colleen Holmes 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

Brenda M. Goulette dotloop verified
04/19/22 8:52 AM EDT
NVNZ-VBWM-TKT2-OZ4X

Notary Signature

01GO6168928 NYS
Expiration: 06/18/2023