

STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE

PURSUANT TO REAL PROPERTY LAW §442-H

Annett C. Ellis Realty, Inc. (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:

1. Does not require prospective buyer clients to show identification. Although Broker may not require such identification, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.
2. Does require exclusive buyer broker agreements.
3. Does require pre-approval for a mortgage loan and/or proof of funds.