

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

Keller Williams Upstate NY Properties (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 prior to offering agency services, Broker:

1. **Does Not** require prospective buyer clients to show identification. However, 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.
2. Will present an Exclusive buyer broker agreement to prospective purchasers but **Does Not** require an exclusive buyer broker agreement. In the event the client refuses to sign the exclusive buyer broker agreement, an agent may elect to work with the client on a non-exclusive basis.
3. **Does Not** require pre-approval for a mortgage loan/proof of funds. However, 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.

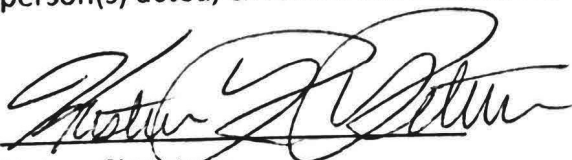
Acknowledgement of Broker

Broker:

DocuSigned by:  
By: Joan Fox  
Name: Joan G. Fox  
Title: Owner/Broker

State of New York  
County of Otsego

The foregoing document was acknowledge before me this 11 day of April 2022 by Joan G. Fox 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

**KRISTIN R. PELATTI**  
Notary Public, State of New York  
No. 02PE6387268  
Qualified in Westchester County  
My Commission Expires February 11, 2023