

## Standardized Operating Procedure for Purchasers of Real Estate Pursuant to Real Estate Property Law §442-H

Kathleen Viard (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:

- |                                   |  |   |
|-----------------------------------|--|---|
| <input type="checkbox"/> Requires | <input checked="" type="checkbox"/> Does not require | 1. Prospective buyer clients to show identification*  |
| <input type="checkbox"/> Requires | <input checked="" type="checkbox"/> Does not require | 2. Exclusive buyer broker agreements                  |
| <input type="checkbox"/> Requires | <input checked="" type="checkbox"/> Does not require | 3. Pre-approval for a mortgage loan / proof of funds* |

\*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: Kathleen Viard

By \_\_\_\_\_

Name: Kathleen Viard

Title: Broker / owner

State of New York

County of Suffolk

The foregoing document was acknowledged before me this 22 day of March 2022 by Kathleen Viard 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.

CLAUDIA M. HEUMANN  
Notary Public, State of New York  
No. 01HE4973702  
Qualified in Nassau & Suffolk County  
Commission Expires October 29, 2022

Claudia M. Heumann  
Notary Signature