

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 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, unless the Seller is unknown to SA or its Agent and the sale is of vacant land, in which case, SA will require photographic identification acceptable to SA in its sole discretion.
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 in order to show properties.
4. SA requires every SA agent to present for review and signature to every homebuyer the NYS Agency Disclosure Form and Fair Housing Disclosure Form.

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

x

Theresa K. Quigley
Executing Managing Director

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

On the 18 day of June in the year 2025, 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 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 signatures(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

x

Notary Public

