



## STANDARD OPERATING PROCEDURES FOR RESIDENTIAL PURCHASERS OF REAL ESTATE

Insignia Realty Associates requires their Real Estate Agents, pursuant to Real Property Law 442-H, to apply their Brokerage's Standard Operating Procedure (SOP) when qualifying potential purchasers.

When working with a prospective purchaser, Insignia Realty Associates:

1. **DOES** require identification from prospective purchasers
2. **DOES NOT** require purchasers to sign an exclusive brokerage agreement, but Insignia reserves the right to review
3. **DOES** require a pre-approval for a mortgage loan or proof of funds from buyers; pre-approvals/proof of funds will be required on or before an offer is placed on a property\*

\*Broker may not require this information prior to showing a property, a seller may require this information prior to showing the property and/or part of any purchase offer.

Acknowledgement of Broker

Broker: Annmarie Portaro

Annmarie Portaro/Licensed Real Estate Broker

State of New York

County of Suffolk

The foregoing document was acknowledged before me this 21<sup>st</sup> day of April 2022 by Annmarie Portaro who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name 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.

