



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

Keller Williams Realty Gateway (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(s).

Please be advised that while we do recommend the prospective homebuyer(s) be willing and consider: (1) providing identification, (2) entering into an exclusive brokerage agreement, and (3) obtaining a written pre-approval for a mortgage loan prior to looking at potential homes for purchase, Broker:

- "Does not require" prospective homebuyers to show identification prior to showing properties to prospective homebuyers.
- "Does not require" prospective buyers sign an exclusive buyer broker agreement prior to showing properties to homebuyers.
- "Does not require" prospective buyers obtain a pre-approval for a mortgage loan/proof of funds prior to showing properties to homebuyers.

Although Broker does 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  
Keller Williams Realty Gateway

By: \_\_\_\_\_  
Susan Glenz, Broker / Operating Partner

State of New York  
County of Monroe

ALAN NG  
Notary Public - State of New York  
No. 01NG6325113  
Qualified in Monroe  
My Commission Exp. 05/18/2023

The foregoing document was acknowledge before me this 18 day of April 2022  
by Susan E Glenz 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