

Standard Operating Procedure

KELLER WILLIAMS REALTY GREATER NASSAU Standardized Operating Procedures for
Purchasers of Real Estate Pursuant to Real Property Law §442-H

Keller Williams Greater Nassau is making these Standardized Operating Procedures available to the public. Hard copies of these Standardized Operating Procedures are available upon request at our office location.

All Keller Williams Greater Nassau agents are required by State Law to uniformly apply their Brokerage's Standard Operating Procedure (SOP) when qualifying Buyers/ Renters.

The Keller Williams Greater Nassau SOPs are as follows:

- 1. Prospective Client's IDs:** There is no general requirement to provide photo identification in order to work with KELLER WILLIAMS REALTY GREATER NASSAU. However, prior to entry to our KELLER WILLIAMS REALTY GREATER NASSAU office, customers may be required to present photo identification for security or similar purposes. Also, individual property owners, certain sponsor/ developer-clients or managing agents, or certain listing brokers may require photo identification prior to a showing or to work with them, and we will communicate this information to buyers when such a situation arises.
- 2. Exclusive Broker Agreement:** An exclusive Buyer Representation Agreement is not required to work with KELLER WILLIAMS REALTY GREATER NASSAU, however, nothing prevents any licensee from working with a prospective homebuyer under an Exclusive Buyer Representation Agreement for the mutual purpose of exclusivity.
- 3. Pre-Approval / Proof of Funds:** A pre-approval for a mortgage loan is not required to work with KELLER WILLIAMS REALTY GREATER NASSAU per se, however, nothing prevents a licensee from recommending the prospective homebuyer obtain a pre-approval but may not require it. individual property owners, certain sponsor/developer clients, or certain listing brokers may require one – and if so, we will communicate such information to prospective home buyers when such situations arise.

Property owners are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyers/renters, is applied uniformly and objectively to all buyers/renters and is nondiscriminatory. Further, such criteria may only be directed by a property owner if such owner directs their criteria in writing, inclusive of the date of such direction.



