



Key Max Realty
Standard Operating Procedures (SOP)
Pursuant to New York Real Property Law §442-h

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Brokerage Policy Statement

This Standard Operating Procedure (“SOP”) ensures consistent, lawful, and non-discriminatory practices when working with prospective buyers. Key Max Realty complies with all Federal, State, and Local Fair Housing Laws.

This SOP is publicly available and accessible upon request.

1. Prospective Buyer Identification

Prospective buyers are not required to provide identification to view a property or begin discussions. Sellers may require identification, which will be applied uniformly.

2. Exclusive Buyer Representation Agreement

Prospective buyers are required to sign an Exclusive Buyer Representation Agreement prior to receiving representation services.

3. Mortgage Pre-Approval or Proof of Funds

Not required to begin working with a buyer. However, sellers may require proof prior to showings or offers.

4. Seller-Imposed Requirements

Sellers may require identification, proof of funds, or pre-approval. Requirements must be in writing and applied uniformly.

5. Fair Housing Compliance

All procedures are implemented in a non-discriminatory manner consistent with Fair Housing Laws.

6. Availability

Available online and at the brokerage office upon request.