



## **Standardized Operating Procedures for Purchasers of Real Estate Pursuant to Real Property Law §442-H**

Pursuant to New York State law, Madehome is required to institute its Standardized Operating Procedures for the prerequisites prospective homebuyers must meet prior to receiving any services from Madehome. Madehome is making these Standardized Operating Procedures available to the public. Hard copies of such are also available upon request at any Madehome office location.

- **Prospective Client Identification:** There is no general requirement to provide photo identification in order to work with Madehome. However, prospective clients may be required to show proof of identification upon entry to a Madehome office for security or similar purposes. Should a third party be involved that requires photo identification prior to a showing or working with them, Madehome will communicate this information to clients when such a situation arises.
- **Buyer Representation Agreement:** An exclusive buyer representation agreement is not required to work with Madehome. However, a prospective buyer and Hagstrom agent may agree to utilize an exclusive buyer representation agreement.
- **Prospective Buyer Proof of Pre-Approval:** A pre-approval for a mortgage loan is not required to work with Madehome. However, a third-party, included but not limited to, individual property owners, sponsor/developer clients or other listing brokers, may require proof of pre-approval. If so, we will communicate such fact to buyers when such situation arises.