



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

All Encore Spring Realty (ESR) (the “Broker”) agents are required by State Law to uniformly apply their Brokerage’s Standard Operating Procedure (SOP) when qualifying Buyers / Renters.

The ESR SOPs are as follows:

1. Prospective Client’s IDs: Buyer(s)/Renter(s) are not required to provide identification to work with an ESR agent. However, buyer(s) / renter(s) may be required to show identification to enter certain ESR offices if required by the building’s security, attend an open house or showing at the direction of a homeowner, listing agent, or in any other circumstance as directed by a third party, including but not limited to, a seller, landlord, listing agent, sponsor / developer, managing agent, or building security. Identification is required when submitting a rental application.
2. Exclusive Broker Agreement: No exclusive brokerage agreements are required for buyer(s) / renter(s) to work with ESR agents.
3. Pre-Approval/Proof of Funds: Proof of funds/income qualifications, including mortgage pre-approval when an offer includes financing, is required before making an offer to purchase or rent.

Property owners are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyer(s) / renter(s), is applied uniformly and objectively to all buyers / renters and is non-discriminatory. 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.

ESR 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.

This policy is updated as of 4/15/2022.

Encore Spring Realty LLC