



SICA REALTY GROUP

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

Sica Realty Group 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 Sica Realty Group agents are required by state law to uniformly apply their brokerage's standard operating procedure [SOP] when qualifying Buyers | Renters.

The Sica Realty Group SOP's are as follows:

1.) **Prospective Client ID's:** There is no general requirement to provide photo identification in order to work with Sica Realty Group. However, prior to entry to our Sica Realty Group office, customers may be required to present photo identification for security purposes. Also, individual property owners, sponsor / managing agents or agents / brokers may require photo identification prior to a showing or to work with them, and 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 Sica Realty Group, 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 is not required to work with Sica Realty Group per se, however nothing prevents a licensee from recommending the prospective homebuyer to obtain a pre approval but may not require it. Individual property owners sponsor, developer clients, or certain listing brokerages may require one and if so, we will communicate such information to prospective home buyers when such a situation arises.

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.