

STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE PURSUANT TO RPL §442-H

NEW MILLENNIUM REAL ESTATE CORP. (“NMRE”) is making this Standardized Operating Procedure available to the public. NMRE has copies of these Standardized Operating Procedures and are available upon request at our office.

Standardized Operating Procedures for all Prospective Homebuyers in order to receive services from NMRE or one of our agents:

- **Prospective Homebuyer Identification.** There is no requirement for Prospective Homebuyers to provide photo identification in order to work with NMRE. However, prior to entry to our office, customers may be required to present photo identification for security reasons. 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. NMRE will convey this information to prospective homebuyers when such a situation arises.
- **Exclusive Homebuyer Representative Agreement.** An exclusive buyer representation agreement is not required to work with NMRE.
- **Prospective Homebuyer Mortgage Loan Pre-Approval.** A pre-approval for a mortgage loan is not required to work with NMRE. However, individual property owners, certain sponsor/developer-clients, or certain listing brokers may require one. If so, NMRE will convey this information to prospective homebuyers when such a situation arises.