

STANDARDIZED OPERATING PROCEDURE (SOP)

BUYERS & SALES

SOP Meeting Recording: [Click here for SOP Recording 4-20-22](#)

Berkshire Hathaway HomeServices River Towns Real Estate is making this Standardized Operating Procedure available on any publicly available website & 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.

Please be advised:

1. Broker does **not** require prospective buyer clients to show identification. **
2. Broker does **not** require Exclusive Right to Represent Agreements for the buyer. *
3. Broker does **not** require Pre-approvals for a mortgage loan or proof of funds. **

*** Unless seller requires this information *prior* to showing the property and/or as part of any purchase offer.**

***With adequate notice, these Standardized Operating Procedures are subject to change based on the adapting industry.**

FIRST SUBSTANTIVE CONTACT

Broker **requires** the following documents to be explained and signed **upon first substantive contact** with Buyer:

1. NY State Agency Disclosure for Buyers & Sellers (*as required by NYS Law*)
2. NY State Housing & Anti-Discrimination Disclosure (*as required by NYS Law*)
3. Acknowledgement of Prospective Buyer (regarding buyer broker agreement)
4. Equal Service Report completed (signature not required)
5. Any other documents required by State

Copies of all signed forms must be given to the Buyer.

AGENCY DISCLOSURES

The Company **must** be given a copy of all Agency Disclosures, whether or not the client sells or purchases a property. Company must retain these disclosures for 3 years.



BERKSHIRE HATHAWAY | River Towns Real Estate
HomeServices

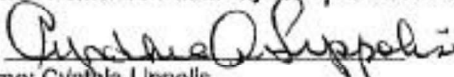
**STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE
PURSUANT TO REAL PROPERTY LAW §442-H**

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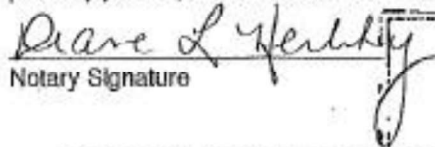
1. Berkshire Hathaway HomeServices River Towns Real Estate does not require prospective buyers to provide identification to begin work with our licensees.
2. Berkshire Hathaway HomeServices River Towns Real Estate does not require prospective buyers to enter into an Exclusive Buyer Representation Agreement to begin working with our licensees, which includes receiving property information, schedule showings, or to show properties. However, our licensee may recommend to the prospective buyer an Exclusive Buyer Representation Agreement mutually agreed upon.
3. Berkshire Hathaway HomeServices River Towns Real Estate does not require prospective buyers to provide proof of a mortgage pre-approval as a condition to begin work with our licensees. However, Sellers may require a mortgage pre-approval and/or other requirements when allowing prospective buyers to enter their homes or when reviewing offers, in which case our licensees will make such requirements known to their prospective buyers.

Acknowledgement of Broker

Broker: Berkshire Hathaway HomeServices River Towns Real Estate

By: 
 Name: Cynthia Lippolis
 Title: Licensed Real Estate Broker
 State of New York
 County of Westchester

The foregoing document was acknowledge before me this 19th day of April, 2022 by Cynthia Lippolis who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument


 Notary Signature

DIANE L. HERLIHY
 Notary Public, State of New York
 No. 4923285
 Qualified in Westchester County
 Term Expires ~~March 14, 2024~~ August 29, 2022

133 Grand Street, Croton-on-Hudson NY 10520 | Office: (914) 271-3300 | Fax: (914) 271-3307
 983 Main Street, Peekskill NY 10566 | Office: (914) 739-5300 | Fax: (914) 739-2683
 www.RiverTownsRealty.com

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RENTAL TRANSACTIONS

RENTAL CLIENTS – SOP

Berkshire Hathaway HomeServices River Towns Real Estate **requires** the following forms to be explained and completed upon **first substantive contact**:

- NYS Agency Disclosure for Landlord and Tenant (*as require by NYS Law*)
- NYS Housing & Anti-Discrimination Disclosure (*as required by NYS Law*)
- Equal Service Report to determine type of home & the geographic location to show properties

Berkshire Hathaway HomeServices River Towns Real Estate **does not** require upon first substantive contact:

- Any Form of Identification*
- Proof of funds or source of income*
- Credit & Background Check*

** The above items may be required by landlord upon presenting an offer.*

Landlord may require credit & background check. However, a prior credit check from a reputable company may be acceptable. Upon an offer, all NYS forms necessary, must be explained and signed. *Copies of all signed forms must be given to the Landlord & Tenant.*

RENTAL APPLICATIONS

To provide the most professional service to our clients and landlords, it is our policy to obtain a rental/credit application from **each** applicant for a rental property. It is the Company policy to have all tenants apply for a credit and background check through RentSpree for any of our Company rental listings. Please refer to the RentSpree instructions in the office. It is not necessary to obtain a new report if the tenant has a legitimate and current credit check/background report.

The Rental Laws are periodically updated and always reviewed in the office. Please understand all the new and updated laws and abide by them. Our Company reviews rental laws, fair housing and government assisted program's rules and regulations periodically.

LEASES

It is our policy to have the landlord or the landlord's attorney prepare the lease, as we are not permitted to practice law. If you must provide a lease form, use the "Blumberg" or "Judicial Title" form, but you must add the following clause:

Berkshire Hathaway HomeServices River Towns Real Estate as a convenience has provided this instrument to the parties herein. The parties have consulted legal counsel prior to signing and hold Berkshire Hathaway HomeServices River Towns Real Estate and its Agents harmless from any errors and omissions.