

## **New York State Standard Operating Procedures Pursuant To Real Property Law §442-H**

Moxie Brokerage Group (“Broker”) is making this Standardized Operating Procedure (SOP) 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 the Standardized Operating Procedure signed and notarized available to the public upon request at Broker’s office location.

All Moxie Brokerage Group agents are required by State Law to uniformly apply their Brokerage’s SOP when qualifying buyers.

### **Standard Operating Procedure:**

1. **Personal Identification:** Prospective home buyers are not required to provide identification prior to receiving services from Broker and its salespersons. \*
2. **Exclusive Right To Representation “Buyer Broker” Agreement:** Prospective home buyers are not required to sign an exclusive right to representation “buyer broker” agreement prior to receiving services from Broker and its salespersons. Such agreement may be signed upon mutual agreement between Moxie Brokerage Group Inc. and its salespersons and prospective home buyer.
3. **Pre-approval for a mortgage loan/proof of funds:** Prospective home buyers/renters are not required to provide a mortgage pre-approval or proof of funds prior to receiving services from Broker and its salespersons. \*

**\*Although Broker may not require such information, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.**