



SHOEN Realty, Inc. Standard Operating Procedures

SHOEN Realty, Inc. as a broker of residential real estate is required by New York State Law to publish Standard Operating Procedures that SHOEN Realty, Inc. and its real estate licensees operating in New York State shall uniformly apply regarding all prospective homebuyers prior to receiving any services.

Prospective Homebuyer Identification

SHOEN Realty, Inc. does not require prospective homebuyers to provide identification to begin work with SHOEN Realty, Inc. licensee. However, prospective homebuyers may be required to show proof of Identification to (a) attend an open house or showing at the direction of a homeowner or listing agent, or (b) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.

Buyer Representation Agreement

SHOEN Realty, Inc. does not require prospective homebuyers to enter into an exclusive buyer representation agreement to begin work with a SHOEN Realty, Inc. licensee. However, a prospective homebuyer and SHOEN Realty licensee may mutually agree to enter into an exclusive buyer representation agreement.

Prospective Homebuyer Evidence of Pre-Approval

SHOEN Realty, Inc. does not require prospective homebuyers to provide proof of a loan or a mortgage pre-approval to begin work with a SHOEN Realty, Inc. licensee. However, a third party (a seller or a listing agent) may require a proof of pre-approval and/or other requirements when allowing prospective buyers to enter properties or when reviewing offers, in which case a SHOEN Realty, Inc. licensee will make such requirements known to prospective homebuyers in the course of working with prospective homebuyers.