

# WILLIAM RAVEIS

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## New York Standard Operating Procedure

All William Raveis Real Estate (“Raveis”) salespersons are required by New York State Law to uniformly apply Raveis’ Standard Operating Procedure regarding prospective buyers:

1. Raveis does not require prospective buyers to provide identification to work with a Raveis salesperson. However, prospective buyers will be required to provide identification prior to making an offer on a property.
2. Raveis does not require prospective buyers to enter into an exclusive buyer representation agreement to work with a Raveis salesperson. However, a prospective buyer and a Raveis salesperson may mutually agree to enter into an exclusive buyer representation agreement.
3. Raveis does not require prospective buyers to provide proof of a mortgage pre-approval to work with a Raveis salesperson.

Notwithstanding the foregoing, Sellers may have their own uniform criteria when allowing prospective buyers to enter their homes or when reviewing offers.