

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

Richmond Realty Corp is making these Standardized Operating Procedures available to the public. Printed copies of these Standardized Operating Procedures are available upon request at Richmond Realty Corp's office.

Richmond Realty Corp will uniformly apply these Standardized Operating Procedures for prospective homebuyers:

Prospective Buyer Identification

There is no general requirement to provide photo identification to work with Richmond Realty Corp, however individual property owners or listing brokers may require identification prior to a showing or prior to making an offer. This information will be communicated to the buyer as necessary.

Exclusive Representation

An exclusive representation agreement is not required for a buyer to work with agents of Richmond Realty Corp.

Pre-Approval or Proof of Funds

Mortgage Pre-Approval or Proof of Funds is not required to work with agents of Richmond Realty Corp, however individual property owners or listing brokers may require pre-approval and/or Proof of Funds prior to a showing or prior to making an offer. This information will be communicated to the buyer as necessary.