

# Dean Michael Realty

## Standardized Operating Procedure for Prospective Homebuyers

*Pursuant to New York Real Property Law §442-h*

**Effective Date:** 11/04/2025

**Version Number:** 1.0

### **Purpose and Scope:**

This Standardized Operating Procedure (SOP) outlines the prerequisites prospective homebuyers ("Prospective Buyers") must meet prior to receiving services from a licensee of [Brokerage Name] (the "Broker"). The Broker and its associated licensees must follow these procedures uniformly with respect to any Prospective Buyer.

The Broker makes this SOP available on its publicly available website(s) and mobile device application(s) and has copies available to the public upon request at the Broker's office location.

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**Please be advised that Dean Michael Realty:**

**Prospective buyer clients to show identification\***

Requires  Does not require

**Exclusive buyer broker agreements**

Requires  Does not require

**Pre-approval for a mortgage loan / proof of funds\***

Requires  Does not require

\*\*A broker's policy on identification or proof of funds does not override potential requirements from a seller or their representative for showings or offers.

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