

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

Haven Group Real Estate LLC, and HGRE (the “Broker”) is making this Standardized Operating Procedure 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 these Standardized Operating Procedures available to the public upon request at Broker’s office location.

Please be advised that Broker:

1. Does not require Prospective buyer clients to show identification*
 - There is no general requirement to provide photo identification in order to work with HAVEN GROUP REAL ESTATE LLC. However, prior to entry to our HAVEN GROUP REAL ESTATE LLC office, customers may be required to present photo identification for security or similar purposes. Also, individual property owners, certain sponsor/developer-clients or managing agents, or certain listing brokers may require photo identification prior to a showing or to work with them, and we will communicate this information to buyers when such a situation arises.
2. Does not require Exclusive Buyer Broker Agreements
 - An exclusive Buyer Representation Agreement is not required to work with HAVEN GROUP REAL ESTATE LLC; however, nothing prevents any licensee from working with a prospective homebuyer under an Exclusive Buyer Representation Agreement for the mutual purpose of exclusivity.
3. Does not require pre-approval for a mortgage loan / proof of funds.*
 - A pre-approval for a mortgage loan is not required to work with HAVEN GROUP REAL ESTATE LLC per se, however, nothing prevents a licensee from recommending the prospective homebuyer obtain a pre-approval but may not require it. Individual property owners, certain sponsor/developer clients, or certain listing brokers may require one – and if so, we will communicate such information to prospective home buyers when such situations arise.
4. Sees clients/customers by appointment only.

*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.