



Lowensky W. Garcia
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**STANDARD OPERATING PROCEDURES FOR PURCHASERS
OF RESIDENTIAL REAL ESTATE PURSUANT TO NYS REAL PROPERTY LAW §442-H**

Effective: April 20, 2022

Following are the Standard Operating Procedures (“SOP’s”) of Lowensky W. Garcia, Licensed Real Estate Broker (“Broker”) setting forth the prerequisites for prospective home buyers (regardless of agency representation) prior to receiving services from Broker and its sales agents.

Standard Operating Procedures:

1. Personal Identification. Prospective home buyers are not required to provide personal identification prior to receiving services from Broker and its sales agents. *
2. Exclusive Buyer Representation Agreements. Prospective home buyers are not required to sign an exclusive buyer representation agreement prior to receiving services from Broker and its sales agents, but such an agreement may be requested and used upon the mutual agreement of a Broker and a home buyer;
3. Mortgage Pre-Approval. Prospective home buyers are not required to provide a mortgage pre-approval prior to receiving services from Broker and its sales agents. *

* Regardless of Broker’s Standard Operating Procedures, a third party, such as a homeowner or a listing broker, may require this information prior to showing a property, providing admission to an open house and/or receiving a purchase offer.

This Standardized Operating Procedure is hereby ratified by the Broker.