



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

Pursuant to Senate Bill S. 7729, and Pursuant to Real Property Law §442-H VRED By Ginés & Baldwin (the "Broker") standard operating procedures in regards to Fair Housing regulations are as follows:

Are prospective clients required to show identification?

• **No.** Identification is not required to view or tour a home. **PLEASE NOTE:** If a seller request identification prior to any showing of their property, then and only then identification will be required. An agent may request identification upon first meeting if no prior relationship has been established.

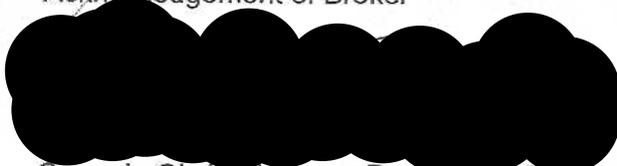
Is there an Exclusive Broker Agreement required?

• **YES.** An exclusive broker agreement is required by the brokerage. Agents may request one, and if so, they will require it for each of their clients.

Is Pre-Approval for a Mortgage Loan required?

• **YES.** A pre-approval letter from a lender is required. **PLEASE NOTE:** A seller can request one before they allow any showing of their home. Agents may also request one, and if so, they will require it for each of their clients.

Acknowledgement of Broker



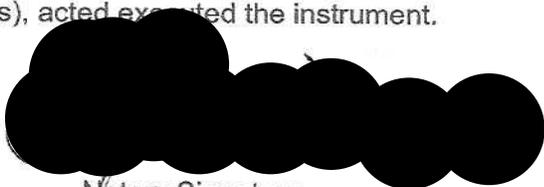
Carmelo Ginés / License Real Estate Broker

State of New York

County of Schenectady

The foregoing document was acknowledge before me this 13 day of Feb. 2025 by Linda Dames, who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledge to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s), acted executed the instrument.

Linda Dames
Notary Public, State of New York
No. 01DA6391935
Qualified in Schenectady County
Commission Expires May 20, 2027



Notary Signature