

# BUTTONWOOD

## Standardized Operating Procedures for Purchasers of Real Estate Pursuant to Real Property Law §442-H

Buttonwood is making its Standard Operating Procedures available to the public and they are as follows:

1. Prospective Client's IDs: Buyers/Renters are not required to provide identification to work with Buttonwood. However, buyers/renters may be required to show identification (i) to enter certain Buttonwood offices if required by the building's security, (ii) attend an open house or showing at the direction of a homeowner, listing agent, or (iii) in any other circumstance as directed by a third party, including but not limited to, a seller, landlord, listing agent, sponsor / developer or managing agent.
2. Exclusive Broker Agreement: No exclusive brokerage agreement is required for buyers or renters to work with Buttonwood.
3. Pre-Approval/Proof of Funds: Proof of funds (excluding source of income), including mortgage pre-approval when an offer includes financing, is required before making an offer to purchase or rent.

Property owners are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyers / renters, is applied uniformly and objectively to all buyers / renters and is non-discriminatory. Further, such criteria may only be directed by a property owner if such owner directs their criteria in writing, inclusive of the date of such direction.

Hard copies of these Standardized Operating Procedures are available upon request at the Buttonwood corporate office location in NYS.