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## New York State Standardized Operating Procedures:

Pursuant to New York State Law, H.L. Dynasty Real Estate Corp. is required to publish its Standard Operating Procedures that detail prerequisites that all prospective home-buyers ("Prospective Buyers") must meet before they receive services from H.L. Dynasty Real Estate Corp. H.L. Dynasty Real Estate Corp. has these Standardized Operating Procedures available to the public upon request at the Broker's office location.

Licensed H.L. Dynasty Real Estate Corp. agents must carry out these Standard Operating Procedures with respect to any Prospective Buyer.

Standardized Operating Procedures for Prospective Home-buyers in Order to Receive Services from H.L. Dynasty Real Estate Corp.

**Prospective Buyer Identification:** H.L. Dynasty Real Estate Corp. does not require Prospective Buyers to provide identification to work with H.L. Dynasty Real Estate Corp. However, Prospective Buyers may be required to show proof of identification to (i) enter the H.L. Dynasty Real Estate Corp. office for security or similar purposes, (ii) attend an open house or showing at the direction of a homeowner or listing agent, or (iii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.

**Buyer Representation Agreement:** H.L. Dynasty Real Estate Corp. does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with H.L. Dynasty Real Estate Corp., however, a prospective buyer and H.L. Dynasty Real Estate Corp. may agree to utilize an exclusive buyer representation agreement.

**Prospective Buyer Evidence of Pre-Approval:** H.L. Dynasty Real Estate Corp. does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with H.L. Dynasty Real Estate Corp. However, a third party, including a seller or listing agent, may require proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.