STANDARDIZED OPERATING PROCEDURES FOR PROSPECTIVE HOMEBUYERS

Berkshire Hathaway HomeServices Pocono Real Estate

Pursuant to New York State Real Property Law § 442-h, Berkshire Hathaway HomeServices Pocono Real Estate has instituted the following Standardized Operating Procedures for prospective homebuyers.

These procedures are applied consistently to all prospective homebuyers in accordance with applicable federal, state, and local fair housing laws.

1. Identification

Prospective homebuyers are not required to provide identification in order to work with Berkshire Hathaway HomeServices Pocono Real Estate.
However, identification may be requested when necessary for a legitimate purpose, including but not limited to entering certain properties, complying with a property owner's or listing broker's requirements, fraud prevention, or completing a transaction.

2. Buyer Representation Agreement

A written Buyer Representation Agreement is required before Berkshire Hathaway HomeServices Pocono Real Estate provides brokerage representation or shows properties to a prospective buyer.
The terms of the agreement, including the services to be provided and any compensation obligations, will be reviewed with the prospective buyer prior to execution.

3. Mortgage Pre-Approval / Proof of Funds

Prospective homebuyers are required to provide evidence of financial ability to purchase before scheduling or attending property showings.
For buyers obtaining financing, this generally means providing a current mortgage pre-approval or pre-qualification from a recognized mortgage lender.

For cash buyers, acceptable proof of funds will be required.

Additional or updated financial documentation may be requested when appropriate based upon the property being considered or the requirements of a seller or listing broker.

Berkshire Hathaway HomeServices Pocono Real Estate is committed to providing equal professional service to all prospective homebuyers without discrimination or preference based upon any characteristic protected by federal, New York State, or local fair housing laws.

These Standardized Operating Procedures are intended to comply with New York Real Property Law § 442-h and are subject to amendment from time to time in accordance with applicable law.
Berkshire Hathaway HomeServices Pocono Real Estate

Effective Date: _____

Last Revised: _____

NOTARY ACKNOWLEDGMENT

COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL
Wanda C Barnett, Notary Public
Wayne County
My Commission Expires 8/12/2030
Commission # 1470695

State of: Pennsylvania

County of: Wayne

On the 25th day of September, **2026**, before me, the undersigned, personally appeared **Kimberly Stevens**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the foregoing instrument and acknowledged that she executed the same in her authorized capacity, and that by her signature on the instrument, the individual, or the entity upon behalf of which the individual acted, executed the instrument.

Notary Public: Wanda C Barnett

Notary Signature: Wanda C Barnett

My Commission Expires: 8/12/2030