



William Pitt
Julia B Fee

Sotheby's
INTERNATIONAL REALTY

NEW YORK STATE STANDARD OPERATING PROCEDURES

All William Pitt – Julia B. Fee Sotheby's International Realty agents are required by New York State Law to uniformly apply their Brokerage's Standard Operating Procedure (SOP) when qualifying Buyers:

William Pitt – Julia B. Fee Sotheby's International Realty (the "Broker") abides by all Federal, State and Local Fair Housing Laws to protect individuals from housing discrimination and pursuant to New York Real Property Law §442-H has adopted the following Standard Operating Procedures:

- 1. Prospective Client's Identification:** Buyer(s) who are unaccompanied and/or accompanied by their agent are not required to provide identification before entering a property or making an offer.
- 2. Exclusive Broker Agreement:** No exclusive brokerage agreements are required for buyer(s) to work with William Pitt – Julia B. Fee Sotheby's International Realty agents. Nevertheless, agents and brokers are encouraged to solicit exclusive brokerage agreements from buyers.
- 3. Pre-Approval / Proof of Funds:** William Pitt – Julia B. Fee Sotheby's International Realty does not require buyer(s) to provide proof of funds or a mortgage pre-approval as a condition to begin working with one its agents. Proof of funds, or a mortgage pre-approval when an offer includes financing, may be required before making an offer to purchase.

Notwithstanding the foregoing William Pitt – Julia B. Fee Sotheby's International Realty procedures, a seller of real property may require buyer to provide identification, proof of funds, and/or preapproval for financing prior to showing the property and/or as part of any purchase offer. All criteria established by sellers of real property must be in writing in advance of soliciting buyers and must be uniformly applied to all buyers.

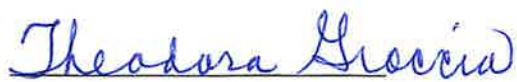
By: 

Paul E. Breunich

Chairman and CEO, William Pitt – Julia B. Fee Sotheby's International Realty

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The foregoing document was acknowledged before me this 18th day of April 2022 by Paul E. Breunich, Broker of Record who personally appeared and proved to me on the basis of satisfactory evidence to be the person whose name is signed above and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.



Notary Signature

Updated 04.20.22

4/20/22
Date

THEODORA GROCCIA
Notary Public, State of Connecticut
My Commission Expires 03/31/2023