

PROCEDURE

Title: Prerequisites Homebuyers Must Meet Prior to Receiving Any Services

Revision: Initial issue April 20, 2022

PART 1 - GENERAL

Purpose: To institute standardized operating procedures for the prerequisites homebuyers must meet prior to receiving any services to comply with New York Real property Law section 442-h (rules of the Secretary of State relating to real estate brokers and salespersons).

Broker: Brian Heine

Address: 390 Linwood Ave., Suite 3, Buffalo, NY 14209

Website: www.brianheine.com

Team: No additional brokers or salespersons.

PART 2 – PRODEDURE FOR THE PREREQUISITES HOMEBUYERS MUST MEET PRIOR TO RECEIVING ANY SERVICES

1. Whether prospective clients of Brian Heine, Licensed Real Estate Broker, shall show identification prior to receiving any services: NO
2. Whether an exclusive broker agreement with Brian Heine, Licensed Real Estate Broker, is required prior to receiving any services: NO
3. Whether pre-approval for a mortgage loan is required by Brian Heine, Licensed Real Estate Broker, prior to receiving any services: NO