

## **Knolles Real Estate, LLC**

### **Operating Procedures for Homebuyer's Prerequisites**

#### **Prior to Showing Listing**

Pursuant to New York State Senate Bill 7729, all active Real Estate Brokerages operating within the State of New York must display on each publicly available website and mobile device application maintained by that Brokerage, a list of Standardized Operating Procedures. Additionally, each publicly available website and mobile device application operated by an associated agent or "team" of the Broker shall have posted their Broker's Standardized Operating Procedures or a direct link to such information on their Broker's website.

Brokers must keep an archive of all standardized procedures, for as long as they are actively licensed, by having each amendment date stamped and notarized. All new procedures must be posted and made available at each brokerage office and online within 30 days of changes.

**Knolles Real Estate, LLC** has adopted the following Homeowner Prerequisites which must be met prior to showing or listing a property:

1. Prospective Clients must show valid identification;
2. An Exclusive Broker Agreement is not required; and
3. Pre-Approval for a mortgage loan or proof of funds is required to be provided from any prospective buyer prior to showing a listing.

Dated: 4/2/2022

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