



STANDARDIZED OPERATING PROCEDURES
FOR PURCHASERS OF REAL ESTATE PURSUANT TO REAL PROPERTY

Brass Tacs Real Estate Company, is making this Standardized Operating Procedure available on any publicly available website and mobile device application maintained by the Brass Tacs Real Estate Company, and any of its licensees and teams. Brass Tacs Real Estate Company, has copies of these Standardized Operating Procedures available to the public upon request at Broker's office location.

Please be advised that upon the initial client / licensee meeting,

Brass Tacs Real Estate Company,

- Does Not Require Prospective buyer clients to show identification
- Does Not Require Exclusive buyer broker agreements
- Does Not Require Pre-approval for a mortgage loan/proof of funds

*Although Brass Tacs Real Estate Company may not require such information, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.

SOP

Acknowledgement of Broker

Broker: Brass Tacs Real Estate Company

By: Heidi DiDonato Name: Heidi DiDonato

Title:

State of NY County of Schenectady

The foregoing document was acknowledge before me this 20th day of April 2022 by Heidi DiDonato who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

[Signature] Notary Signature

KATLYN M WATERS
NOTARY PUBLIC-STATE OF NEW YORK

No. 01WA6360631
Qualified In Schenectady County
My Commission Expires 07-17-20 25