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STANDARD OPERATING PROCEDURES OF AT HOME REALTY SALES

Recently, a number of laws have been passed in New York State pertaining to fair housing and these laws have significant impact for real estate licensees. One of these laws requires real estate brokers who service residential homebuyers to create and publish "Standardized Operating Procedures" (the "SOP Law") for their brokerage offices so that prospective homebuyers understand what will be required from them when working with a real estate broker.

The SOP Law requires a real estate broker to provide specific guidance to prospective homebuyers regarding three questions: (1) whether prospective clients shall show identification, (2) whether an exclusive broker agreement is required, and (3) whether pre-approval for a mortgage loan is required.

The Standard Operating Procedures of At Home Realty Sales are as follows:

"Please be advised that prior to showing a homebuyer a property:

- (1) We require identification from a prospective homebuyer,
- (2) We do not require a homebuyer to sign an exclusive brokerage agreement, and
- (3) We do require proof of funds or pre-approval for a mortgage loan."

AT HOME REALTY SALES


JOSEPH J. VILLANO, Principal Broker

Sworn to before me this 8th
day of April, 2022


NOTARY PUBLIC

KIMBERLY R. SCANNELL
Notary Public, State of New York
Registration #01SC6339422
Qualified In Schenectady County
Commission Expires March 28, 2024