

STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE  
PURSUANT TO REAL PROPRTY LAW §442-H

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

Please be advised that Broker:

- Requires  Does not require      1. Prospective buyer clients to show identification\*
- Requires  Does not require      2. Exclusive buyer broker agreements
- Requires  Does not require      3. Pre-approval for a mortgage loan / proof of funds\*

\*Although Broker 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.

Acknowledgement of Broker

Broker:

By: Marsha Gibbons  
Name: Marsha Gibbons  
Title: Broker/owner

Tania J Sterling  
Tania J Sterling  
Broker/owner

State of NY  
County of Jefferson

The foregoing document was acknowledge before me this 13 day of April 2022 by \_\_\_\_\_ 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

Lori A Nettles  
Notary Signature

**LORI A. NETTLES**  
Notary Public, State of New York  
Jefferson County  
Expires June 30, 2023  
Reg. # 4837944