



American Dream Homes Realty, Inc.

New York State Standard Operating Procedures

Agents of **American Dream Homes Realty, Inc.** are required by **New York State Law** to adhere to the following standard operating procedures.

The American Dream Homes Realty, Inc. SOP are as follows:

1. **Prospective Client's IDs:** Buyer(s) / Renter(s) who are unaccompanied by their agent must provide their identification before entering a property or making an offer; when accompanied, the accompanying agent must either show their identification or that of their client (s) / customer (s).
2. **Exclusive Broker Agreement:** An exclusive brokerage agreement is not required for buyer / renter to work with ADHR agents, but they should nonetheless be solicited.
3. **Proof of Funds:** Before making an offer to purchase, prospective buyers are required to provide Proof of Funds (excluding source of income) when making a CASH offer.
4. **Pre-Approval:** A Buyer is required to provide a mortgage pre-approval when such offer includes financing.

Renters are required to provide source of income and/or voucher, ID and/or good credit as directed by the Landlord.

Property owners are free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyers / renters, is applied uniformly and objectively to all buyers / renters and is non-discriminatory. Furthermore, property owners must provide their qualifying criteria in writing, inclusive of the date of such direction.