



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

Corcoran Sunshine Marketing Group (“CS”) is making this Standardized Operating Procedure available to the public. Hard copies of these Standardized Operating Procedures are available upon request at all CS sales office locations.

Standard Operating Procedures For Prospective Homebuyers in Order to Receive Services from CS:

- There is no general requirement to provide photo identification in order to work with CS. However, prior to entry to a CS sales office, customers may be required to present photo identification for security or similar purposes. Also, individual property owners, certain sponsor/developer - clients, managing agents, or certain listing brokers may require identification prior to a showing and CS will communicate this information to customers when such situation arises.
- An exclusive buyer representation agreement is not required.
- A pre-approval for a mortgage loan is not required to work with CS, per se, however, individual property owners, certain sponsors/developer -clients or certain listing brokers may require one – and if so, CS will communicate such fact to buyers when such a situation arises.