

## Standardized Operating Procedure for Purchasers of Real Estate Pursuant to Real Estate Property Law §442-H

Kathleen A. Viard (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:


- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Requires            | <input checked="" type="checkbox"/> Does not require | 1. Prospective buyer clients to show identification*  |
| <input checked="" type="checkbox"/> Requires | <input type="checkbox"/> Does not require            | 2. Written buyer broker agreements                    |
| <input type="checkbox"/> Requires            | <input checked="" type="checkbox"/> 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: K.A. Viard  
 By Name: Kathleen A. Viard  
 Title: Broker/Owner  
 State of New York  
 County of Suffolk

The foregoing document was acknowledged before me this 23 day of July, 2024 by Kathleen A. Viard who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whos 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.

  
 Notary Signature

CLAUDIA M. HEUMANN  
 Notary Public, State of New York  
 No. 01HE4973702  
 Qualified in Nassau ~~County~~ Suffolk County  
 Commission Expires October 29, 2026