



**Standardized Operating Procedures for Purchasers/Renters
of Real Estate Pursuant to Real Property Law §442-H**

Lloyd Real Estate Services LLC is making this Standardized Operating Procedure available to the public. Copies of this Standardized Operating Procedure is available upon request at the Broker's office location:

Standardized Operating Procedures for Prospective Homebuyers in Order to Receive Services from Lloyd Real Estate Services LLC:

1. **Prospective Client Identification (IDs):** Buyer(s)/Renters who are unaccompanied by their agent must provide their identification before entering a property or making an offer; when accompanied, the accompanying agent must show either their identification or that of their clients(s)/customer(s).
2. **Exclusive Brokers Agreement:** No Exclusive Brokerage Agreements are required for buyer(s)/renter(s) to work with Lloyd Real Services LLC Agents, but they may be solicited
3. **Pre-Approval / Proof of Funds:** Proof of Funds including Mortgage-pre-approvals in writing **are required when an offer to purchase or rent is submitted**. Proof of Fund documents should be dated at least 30 Calendar prior to the Date of Offer Letter. All Offers must be made in writing and include proof of funds.

Note: Individual property owners, certain sponsor/developer-clients, managing agents or certain listing brokers may require photo identification prior to a showing or to work with them, and we will communicate this information to buyers when such a situation arises.

Acknowledgement of Broker:

Broker: Lloyd Real Estate Services LLC

Name of Broker: Philicia Lloyd

Name Signed: Philicia Lloyd
State of New York

County of Kings

The foregoing document was acknowledged before me this 20th day of April 2022 by Philicia Lloyd who personally appeared to me on the basis of satisfactory evidence to be the person whose name is subscribed to within the instrument and acknowledged to me that she executed the same in her authorized capacity and that by her signature on the instrument is the person or the entity upon behalf of which the person acted, executed said instrument.

Brandon M Rivera 04/20/2022
Notary Signature Date



BRANDON M. RIVERA
Notary Public - State of New York
No. 01RI6415838
Qualified in Kings County
My Commission Expires Mar. 29, 2025