

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

Gallo Realty ADK Inc. (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:

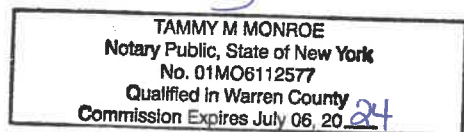
By:


Name: Angela L. Mead
Title: Owner/Broker

State of New York
County of Warren

The foregoing document was acknowledged before me this 20th day of April 2022 by Angela L. Mead 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


Notary Signature



Communication from NYS Department of State, Division of Licensing Services Regarding Standardized Operating Procedures

1 message

DOS, Division of Licensing Services <dos_noreply1@dos.ny.gov>
To: "DOS, Division of Licensing Services" <dos_noreply1@dos.ny.gov>

KATHY HOCHUL
GOVERNOR



Dear Real Estate Licensee:

On December 21, 2021, New York Real Property Law section 442-h (rules of the Secretary of State relating to real estate brokers and salespersons) was amended to require, in part, that real estate brokers and salespersons file standardized operating procedures with the Department.

The December amendment to section 442-h was signed contingent upon an agreement the Governor reached with the legislature to revise the legislation (Governor's Approval Memo #80). The amendment addresses the following:

- (i) whether prospective clients shall show identification;
- (ii) whether an exclusive broker agreement is required; and
- (iii) whether pre-approval for a mortgage loan is required.

The December amendment also required that every broker file a copy of such procedures with the Department.

After the December amendment was enacted, the Legislature introduced and subsequently passed the agreed upon change that, in relevant part, **REMOVES** the requirement that brokers file standardized operating procedures with the Department. The new standardized operating procedures effective March 15, 2022 are available here.

Under Senate Bill S.7729, starting April 20, 2022, every real estate broker, operating within the State of New York, shall have on each publicly available website and mobile device application operated by an associated agent or "team" of such broker, shall have posted their broker's standardized operating procedures or a direct link to such information on their broker's website.

Brokers must keep an archive of all standardized procedures, for as long as they are actively licensed, by having each amendment date stamped and notarized. All new procedures must be publicly available.

Any broker or salesperson operating under a brokerage license that fails to adhere to such operating procedures shall be subject to discipline.

As of the date of this notice, the Department is not considering expanding the list of standard operating procedures.

In consideration of Governor's Approval Memo #80 and Senate Bill S.7729, the Department will not require brokers to submit their standardized operating procedures and no discipline will be imposed for failure to do so, **in place, and publicly available, no later than April 20, 2022.**

Please visit the Department's website for periodic updates and other important information here.

Sincerely,

Division of Licensing Services
NYS Department of State