

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

Charlottesville Realty, Standardized Operating Procedures for Purchasers of Real Estate Pursuant to Real Property Law §442-H

Charlottesville Realty is making these Standardized Operating Procedures available to the public. Hard copies of these Standardized Operating Procedures are available upon request at our office location.

Standardized Operating Procedures for Prospective Homebuyers in Order to Receive Services from Charlottesville Realty:

- (1) We **do not require** identification from a prospective purchaser.

There is no general requirement to provide photo identification in order to work with Charlottesville Realty. However, prior to entry to our Charlottesville Realty office, customers may be required to present photo identification for security or similar purposes. Also, individual property owners, certain sponsor/ developer-clients or 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.

- (2) We **do not require** a purchaser to sign an Exclusive Buyer Representation Agreement

- (3) We **do not require** a pre-approval for a mortgage loan in order to show a purchaser properties

A pre-approval for a mortgage loan is not required to work with Charlottesville Realty per se, however, nothing prevents a licensee from recommending the prospective homebuyer obtain a pre-approval but may not require it. Individual property owners, certain sponsor/developer clients, or certain listing brokers may require one - and if so, we will communicate such information to prospective home buyers when such situations arise

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