



## AMERICAN WAY REAL ESTATE, Inc.

709 Main Street  
Port Jefferson, NY 11777  
(631)331-3100  
[www.weclose.com](http://www.weclose.com)

### Standard Operating Procedures for Prospective Homebuyers

The following are prerequisites that ALL Homebuyers must meet prior to receiving any services from American Way Real Estate, Inc. These procedures will ensure that you receive the best service from each of our agents in a safe and productive atmosphere. We at American Way want to create a Homebuyer experience that gets you into your new home in a smooth and enjoyable fashion.

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

American Way Real Estate, 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:

- |                                   |   |   |
|-----------------------------------|---|---|
| <input type="checkbox"/> Requires | <input type="checkbox"/> Does not require | 1. Prospective buyer clients to show identification*  |
| <input type="checkbox"/> Requires | <input type="checkbox"/> Does not require | 2. Exclusive buyer broker agreements                  |
| <input type="checkbox"/> Requires | <input 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:  
By: \_\_\_\_\_  
Name: Lorraine Guzzetta  
Title: Broker  
State of NY  
County of Suffolk

Broker:  
By: \_\_\_\_\_  
Name: David Guzzetta  
Title: Broker  
State of NY  
County of Suffolk

The foregoing document was acknowledge before me this \_\_\_ day of \_\_\_\_\_ 202\_\_ by \_\_\_\_\_ 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