

GENE RIOS REALTY

Licensed Real Estate Broker · 175 Boices Lane, Kingston, NY 12401 · 845-336-6100

Standardized Operating Procedures for Prospective Homebuyers

NEW YORK REAL PROPERTY LAW § 442-H

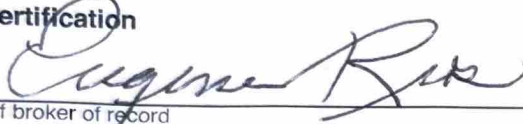
Gene Rios Realty ("the Broker") makes these Standardized Operating Procedures available to the public. They apply to every prospective homebuyer and are followed by every licensee affiliated with the Broker. Copies are available on request at our office and are posted on our website.

Before receiving services from the Broker, prospective homebuyers:

1. **Identification** ☐ ARE required ☒ ARE NOT required
2. **Exclusive buyer agreement** ☐ ARE required ☒ ARE NOT required
3. **Mortgage pre-approval or proof of funds** ☐ ARE required ☒ ARE NOT required

A seller or a seller's agent may separately require identification, a pre-approval or proof of funds before showing a property or accepting an offer. That is the seller's requirement, not the Broker's. The Broker applies these procedures in the same way to every prospective homebuyer.

Broker certification


Signature of broker of record

Date 10-13-26

Eugene Rios
Printed name

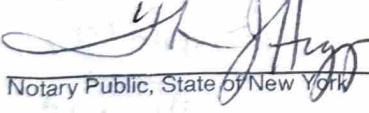
10491204404
NYS DOS license number

10-13-2026
Effective date of these procedures (date stamp)

Notary acknowledgment

State of New York, County of Ulster, ss.:

On the 13th day of October in the year 2026, before me, the undersigned, personally appeared **Eugene Rios**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

 Theresa J. Higgins
Notary Public, State of New York
Reg. #01H16141046 Registration no. · county · commission expires
Qualified in Ulster County
Commission Expires 2-13-2030

Any change to these procedures must be date-stamped, notarized and re-posted on the Broker's website and in the office. Keep the signed original on file.