



B A Y V I E W  
C O U R T Y A R D

# STANDARD OPERATING PROCEDURES

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

Bayview Marketing Group (“BMG”) is making this Standardized Operating Procedure available to the public. Hard copies of these Standardized Operating Procedures are available upon request at BMG sales office.

Standard Operating Procedures For Prospective Homebuyers in Order to Receive Services from BMG:

- There is no general requirement to provide photo identification in order to work with BMG. However, prior to entry to BMG sales office, customers may be required to present photo identification for security or similar purposes. Also, individual property owners, certain sponsor/ developer - clients, managing agents, or certain listing brokers may require identification prior to a showing and BMG will communicate this information to customers when such situation arises.
- An exclusive buyer representation agreement is not required.
- BMG does not require prospective buyers to provide confirmation of a loan or mortgage pre-approval to work with a BMG agent; however, a third party, including a seller or listing broker, may require proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from the prospective buyer and BMG will communicate this information to customers when such situation arises.