

# Mena Realty Homes, Corp.

2675 Creston Ave Ste 2H Bronx, NY 10457 | Tel: (347) 766-6362

www.menarealty.com | office@menarealty.com



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

Mena Realty Homes, Corp. (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 Mena Realty Homes, Corp.:

1. **Does** require Prospective buyer clients to show identification\*
2. **Does not** require Exclusive buyer broker agreements, but will be reviewed
3. **Does** require Pre-approval for a mortgage loan / proof of funds from prospective buyers on or before an offer is placed on a property\*

\*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:

By: Lloyd Balfour

Name: Lloyd Balfour  
Title: Licensed Real Estate Broker

State of New York  
County of Bronx

EVELYN DE LA VEGA  
Notary Public, State of New York  
No. 01374929018  
Qualified in Bronx County  
Commission Expires February 28, 2025

The foregoing document was acknowledged before me this 14 day of  
January 2024 by Lloyd Balfour 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.

Evelyn De La Vega  
Notary Signature