

Mena Realty Homes, Corp.

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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. 01074928018
Qualified in Bronx County
Commission Expires February 28, 2020

The foregoing document was acknowledged before me this 1st day of January 2020 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