

Standardized Operating Procedures for Prospective Buyers

Rooted Property Group

Effective April 14, 2025

In accordance with New York State law, **Rooted Property Group** has established the following Standardized Operating Procedures for all prospective real estate purchasers:

- 1. Identification**
Prospective buyers are **not required** to provide identification prior to receiving services.
- 2. Exclusive Broker Agreement**
An **exclusive buyer representation agreement is required** prior to showing properties.
- 3. Pre-Approval for a Mortgage Loan**
Prospective buyers are **required to present a mortgage pre-approval** before viewing properties.