

**Standardized Operating Procedures**

for the prerequisites prospective homebuyers shall meet prior to receiving any services from Town and Country Real Estate, pursuant to New York Real Property Law Subdivision 4 section 442-h<sup>1</sup>, so that prospective purchasers understand what will be required from them when working with a real estate broker.

Westhampton Beach  
132-9 Main Street  
Westhampton Beach, NY 11978  
631.288.3030

**TOWN AND COUNTRY STANDARD OPERATING PROCEDURES**

**Please be advised that prior to showing a purchaser a property:**

1. Town and Country does not require all prospective clients to show identification\*;
2. Town and Country does not require an exclusive brokerage agreement;
3. Town and Country does not require pre-approval for a mortgage loan is required\*;
4. At this time, the DOS has elected not to hold public hearings or to add additional requirements to the SOP Law (but the DOS has reserved the right to do so in the future).

Southampton  
16 Hampton Road  
Southampton, NY 11968  
631.283.5800

\*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.

Bridgehampton  
2415 Main Street  
P.O. Box 1024  
Bridgehampton, NY 11932  
631.537.3200

**PLEASE NOTE:**

Town and Country Real Estate, its Licensed Real Estate Brokers, Associate Real Estate Brokers, and Real Estate Salespersons may provide services as agents for sellers as will be disclosed to all prospective home buyers at first substantive contact. While all agents and teams that are associated with the real estate broker must follow the Broker's Procedures, they must also follow lawful instructions by sellers as sellers' agents.

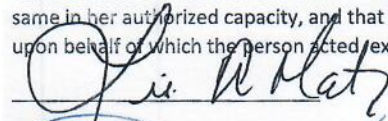
East Hampton  
46 Main Street  
East Hampton, NY 11937  
631.324.8080

Acknowledgement of Broker  
Broker: TOWN AND COUNTRY REAL ESTATE  
By: JUDI DESIDERIO, its duly authorized CEO  
State of New York  
County of Suffolk

Montauk  
1 Carl Fisher Plaza  
Montauk, NY 11954  
631.668.0500

The foregoing document was acknowledge before me this 21<sup>st</sup> day of March 2022 by Judi Desiderio who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument

Mattituck  
6920 Main Road  
Mattituck, NY 11952  
631.298.0600

  
\_\_\_\_\_  
Notary Signature

**LISA A MATZ**  
**NOTARY PUBLIC - STATE OF NEW YORK**  
**NO. 01MA4949348**  
**QUALIFIED IN SUFFOLK COUNTY**  
**MY COMMISSION EXPIRES APRIL 3, 2023**

<sup>1</sup> as amended on March 15, 2022 in legislative bills numbers S. 2131-A and A. 6186

Greenport  
120 Front Street  
Greenport, NY 11944  
631.477.5990