**Standard Operating Procedures**

For the prerequisites prospective homebuyers shall meet prior to receiving any services from The Diamond Group International, LLC, pursuant to New York Real Property Law Subdivision 4 section 442-h, so that prospective purchasers understand what will be required from them when working with a real estate broker.

The Diamond Group International, LLC

STANDARD OPERATING PROCEDURES

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

1. The Diamond Group International, LLC requires all prospective clients to show identification. Prospective Buyers may be required to show proof of identification to (i) attend an open house or showing at the direction of an owner or listing agent, or (ii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.
2. The Diamond Group International, LLC does require an exclusive brokerage agreement; a prospective buyer and agent may choose to agree to utilize an exclusive buyer representation agreement.
3. The Diamond Group International, LLC requires pre-approval for a mortgage loan, or you must go directly through The Diamond Group International to obtain a pre-approval; a third party, including a seller or listing agent, 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.
4. At this time, the Department of State (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).

**Please Note:**

*The Diamond Group International, LLC, it’s 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.*

Acknowledgement of Broker

Broker: THE DIAMOND GROUP INTERNATIONAL, LLC

By: TENISHA DAVIS, it’s duly authorized CEO

State of New York

County of New York