

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

Turn Key Real Estate (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:

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| <u> </u> Requires <u> ✓ </u> Does not require | 1. Prospective buyer clients to show identification* |
| <u> </u> Requires <u> ✓ </u> Does not require | 2. Exclusive buyer broker agreements |
| <u> </u> Requires <u> ✓ </u> Does not require | 3. Pre-approval for a mortgage loan / proof of funds* |

*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

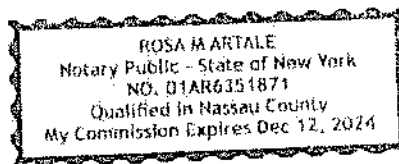
Broker:

By Philip A. Raices
Name: Philip A. Raices
Title: Broker Pres/CEO

State of New York
County of Nassau

The foregoing document was acknowledge before me this 23 day of Nov, 2022 by Philip A. Raices 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

Rosa M. Artale
Notary Signature





SELLER OBLIGATIONS UNDER FAIR HOUSING LAWS

If you are selling your home, it is unlawful under federal, state and local laws for you to discriminate or participate in discrimination against any potential buyer(s) based on certain protected characteristics, including but not limited to *race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, and familial status*.

What Types of Seller Conduct Can Violate Fair Housing Laws?

- Refusing to sell, negotiate, or show a property or otherwise making a house unavailable because of the potential purchaser's protected characteristic
- Setting different terms, conditions, or privileges of sale, or provide different services in connection with a sale because of the potential purchaser's protected characteristic
- Claiming that available housing is unavailable for inspection or sale because of the purchaser's protected characteristic
- Use of advertising that expresses a preference or limitation based on membership in a protected class
- Imposing different sales prices for the sale of a house based on the potential purchaser's protected characteristic
- Using different qualification criteria or requirements because of a potential purchaser's protected characteristic
- Asking questions or accepting letters from buyers that reveal or could reveal a buyer's protected characteristic
- Describing demographics of neighbors, school districts, neighborhoods, or likelihood of crime, even if the buyer is asking these questions
- Instructing a REALTOR® acting as your agent to convey for you any limitations in the sale, as a REALTOR® is also bound by law and the REALTOR® Code of Ethics not to discriminate or aid in discrimination

What Can Happen if a Seller Violates Fair Housing Laws?

Buyers have the right to file a complaint if they believe they were victims of housing discrimination and must be provided with a disclosure notice of their rights. Violating Fair Housing Laws can result in:

- Assessment of money damages
- Attorney fees
- Civil fines
- Penalties against the seller

This information is not intended to be a complete summary of applicable fair housing laws. Please consult with your own legal counsel if you have any questions about your legal obligations.

For more information visit: dhr.ny.gov/fair-housing-guide

LANDLORD OBLIGATIONS UNDER FAIR HOUSING LAWS

If you are offering a home or apartment for rent, it is unlawful under federal, state and local laws for you to discriminate or participate in discrimination against any tenant or potential tenant(s) based on certain protected characteristics, including but not limited to race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income, and familial status.

What Types of Landlord Conduct Can Violate Fair Housing Laws?

- Refusing to rent, negotiate or show a property based on a potential tenant's protected characteristic
- Quoting a higher rent to a prospective tenant because of the potential tenant's protected characteristic
- Offering a tenant unfavorable lease terms, conditions or privileges because of a protected characteristic
- Increasing a security deposit based on the number of children who will be living in the apartment or because the prospective tenant has a disability
- Steering prospective tenants to certain neighborhoods or certain areas of a building or complex based on any protected characteristics or refusing to show a tenant certain apartments or areas for the same reasons
- Refusing to rent to a potential tenant because of their source of income, including but not limited to, Housing Choice Vouchers (Section 8) or other government subsidies
- Refusing to waive a "no pet" policy for tenants that require a service, assistance or emotional support animal
- Refusing to rent to a renter who is a victim of domestic violence
- Refusing to make reasonable accommodations to a property or reasonable accommodations to policies that are necessary for a person with a disability to use housing
- Instructing a REALTOR® acting as your agent to convey for you any limitations in the sale, as a REALTOR® is also bound by law and the REALTOR® Code of Ethics not to discriminate or aid in discrimination

What Can Happen if a Landlord Violates Fair Housing Laws?

If discrimination has taken place, the laws direct that steps may be taken against the landlord to remedy the situation. These can include:

- Assessing money damages and/or attorney fees
- Imposing civil fines and penalties
- Requiring changes to the landlord's policies and practices
- Making the housing available to the prospective tenant

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