

New York Standardized Operating Procedures

Issembert Companies, Inc.

**Issembert Companies, Inc. Policy
STANDARD OPERATING PROCEDURES
FOR PROSPECTIVE HOMEBUYERS:**

Prior to showing a homebuyer a property or providing services:

- (1) ICI does not require identification from a prospective homebuyer;
- (2) ICI does not require a homebuyer to sign an exclusive brokerage agreement requiring the homebuyer to work only with ICI on all properties; and
- (3) ICI does not require a pre-approval for a mortgage loan in order to show a homebuyer properties.

However, based upon the requirements of the seller, the building in which the property is located, or others, some or all of the foregoing items may be required. This Policy will be amended to include any other standard operating procedures required by the New York Secretary of State.

Date: April 20, 2022