



Pagano Properties Standardized Operating Procedures In accordance with NYS Department of State directives issued on Dec. 21, 2021, all real estate companies are required to post publicly their policies regarding “prerequisites prospective homebuyers must meet prior to receiving any services.” The following addresses Pagano Properties company policies regarding these directives, effective April 20, 2022: (i) whether prospective clients shall show identification; Pagano Properties does not require any client or customer to show identification prior to receiving any services. (ii) whether an exclusive broker agreement is required; Pagano Properties does not require an exclusive broker agreement as a condition of working with a buyer client. Seller contracts are typically Exclusive Right to Sell or Exclusive Agency in New York, which establishes that only the listing Broker will be responsible for marketing the asset. (iii) whether pre-approval for a mortgage loan is required. Pagano Properties does not require a pre-approval for a mortgage loan to show a client a property. However, some brokerages may require a pre-approval as a condition for showing a property, and as such, may become a condition to showing a property. A pre-approval will be required if a client or customer wishes to place an offer on a property.