



OFFICE OF STRATEGIC PLANNING

Standardized Operating Procedures

On December 21, 2021, New York Real Property Law section 442-h (rules of the Secretary of State relating to real estate brokers and salespersons) was amended to require, in part, that real estate brokers “institute standardized operating procedures for the prerequisites prospective homebuyers must meet prior to receiving any services.”

Hope Young-Watkins as Corporate Broker for the City of Buffalo (the Broker), hereby provides the following Standard Operating Procedures for the City of Buffalo to the PUBLIC and on ALL PUBLICLY available websites and mobile device applications as the Brokers formal procedures for All transactions:

1. Each prospective client(s) shall show identification **REQUIRED** **NOT REQUIRED**
2. Each prospective client(s) is required to sign a broker agreement **REQUIRED** **NOT REQUIRED**
3. Each prospective client(s) is required to provide a form of proof of funds (as defined by the City) and/or a pre-approval for a mortgage loan. **REQUIRED** **NOT REQUIRED**
4. Each prospective client(s) will follow any other such standard operating procedures, set by City of Buffalo, and as the secretary of state determines by regulation and upon notice and public hearing **REQUIRED** **NOT REQUIRED**

Broker Acknowledgement

Broker Name: **Hope R. Young-Watkins Corporate Broker for City of Buffalo**

Hope R. Young-Watkins
Title: Corporate Broker/Director of Real Estate

STATE OF NEW YORK
COUNTY OF ERIE

On the 19th day of April, 2022, before me, the undersigned personally appeared, Hope R. Young- Watkins personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon whose behalf of which the individual acted, executed the instrument.

Yvonne Marie Bailey
Notary Public

YVONNE MARIE BAILEY
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01BA6395728
Qualified in Erie County
Commission Expires August 5, 2023

