

Below is a template for offices to use to comply with the Standardized Operating Procedure required by New York State.

Accordingly, the real estate broker may: (i) decide what, if any, of the above items they will require from every prospective purchaser, (ii) make the Broker's Procedures available to the public by posting them on any public facing websites and/or mobile applications the broker maintains, (iii) ensure that any of the broker's individual agents or teams that have public facing websites or mobile applications also post the Broker's Procedures on such platforms, (iv) should create a "hardcopy" of the Broker's Procedures at every office location and provide them to prospective purchasers upon request, and (v) retain all copies of the various iterations of the Broker's Procedures indefinitely, in order to demonstrate what procedures had been required from time to time and when such procedures had been changed. If alterations or updates are made to the Broker's Procedures, they must be date stamped, notarized and posted to public facing websites and mobile applications within 30 days of the alteration.

Please note the suggestions contained in this document may be amended if the DOS provides further regulatory guidance on the SOP Law - then further direction will be provided to you. It is strongly encouraged that you to speak to your own legal counsel and marketing departments as to the best way to implement these suggestions.