KKR

KELLIE KIELEY

REALTY LLC

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

Kellie Kieley Realty, LLC 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 Kellie Kieley Realty, LLC:

_x__Requires___ _Does not require 1. Prospective buyer clients to show identification* **

_x__Requires___ _Does not require 2. Exclusive buyer broker agreements

_x__Requires___ _Does not require 3. Pre-approval for a mortgage loan/proof of funds* KKR requires pre qualifications within 5 business days of first showing of home.

*Although Broker may not require such information, a seller of real estate may require this information prior to showing the property and/or a part of any purchase offer.

**Identification will be required for clients that have not worked with a KKR Agent in the past, a client who is not a personal/past client referral or a client that does not already have a mortgage prequalification.

Acknowledgement of Broker

Kellie Kieley Realty, LLC

By:______________________________Kellie Kieley/Broker

State of New York
County of Albany

The foregoing document was acknowledged before me this 29 day of June. 2025 by Kellie Kieley, who personally appeared, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within instrument and acknowledged to me that she executed same in her capacity, and that by her signature on the instrument the person, or the entity on behalf of which the person acted, executed the instrument.

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Notary Signature

TAMMY ROSS MARGAN
STATE OF NEW YORK
NOTARY PUBLIC
Qualified in Saratoga County
01MA6101102
MY COMMISSION EXPIRES 11/03/2027