

# Standardized Operating Procedures for Purchasers of Real Estate Pursuant to Real Property Law §442-H

IB Global LLC is making these Standardized Operating Procedures available to the public. Hard copies of these Standardized Operating Procedures are available upon request at any IB Global LLC office location.

Standardized Operating Procedures for Prospective Homebuyers in Order to Receive Services from IB Global LLC:

- There is no general requirement to provide photo identification in order to work with IB Global LLC. However, prior to entry to a IB Global LLC office, customers may be required to present photo identification for security or similar purposes. Also, individual property owners, certain sponsor/ developer-clients or managing agents, or certain listing brokers may require photo identification prior to a showing or to work with them, and we will communicate this information to buyers when such a situation arises.
- An exclusive buyer representation agreement is not required to work with IB Global LLC.
- A pre-approval for a mortgage loan is not required to work with IB Global LLC, per se, however, individual property owners, certain sponsor/developerclients, or certain listing brokers may require one – and if so, we will communicate such fact to buyers when such a situation arises.