



Standard Operating Procedures for Prospective Home Buyers

(Pursuant to New York Real Property Law and Fair Housing Requirements)

The following Standard Operating Procedures apply to all prospective home buyers working with Blueoaks Real Estate LLC.

I. Are prospective clients required to provide identification before viewing a property?

a. No. Blueoaks Real Estate LLC does not require prospective buyers to provide identification before viewing or touring a property. If a seller requires identification as a condition of allowing access to their property, that requirement will be applied consistently to all prospective buyers interested in the property. A Blueoaks Real Estate agent may also request identification when meeting a prospective client for the first time for safety, security, or business purposes.

II. Is an exclusive buyer representation agreement required?

a. No. Blueoaks Real Estate LLC does not require prospective buyers to sign an exclusive buyer representation agreement before receiving real estate services. Individual agents may choose to utilize buyer representation agreements as part of their business practices. When used, the same requirement will be applied consistently to all similarly situated clients.

III. Is a mortgage pre-approval letter required before viewing a property?

a. No. A mortgage pre-approval letter is not required to begin working with Blueoaks Real Estate LLC or to tour a property. However, if a seller requires proof of financial qualification before authorizing a showing, that requirement will be applied equally to all prospective buyers interested in that property. A Blueoaks Real Estate agent may also recommend or request a pre-approval letter when appropriate to assist a client in identifying suitable properties.

Chuck Mba
Broker
Blueoaks Real Estate LLC

Before me, personally appeared

Chuck MBA and

Sworn to before me this 29 day

of June, 2026

Katelynn E Williams
Notary Public, State of New York
Qualified in Albany County
No. 01WI0001883
Commission Expires February 23 Day, 2027



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