



**Castle Realty**  
 575 Portion Rd.  
 Lake Ronkonkoma, NY 11779  
 Office 631-588-4663  
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STANDARIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE  
 PURSUIT TO REAL PROPERTY LAW 442-H

CENTURY 21CASTLE 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 Century 21 Castle:

- Requires: 1.Prospective buyer clients to show identification \*
- Requires: 2.Pre-Approval for a mortgage loan/proof of funds\*
- Does Not Require: 3. Exclusive Buyer broker agreements\*

\*Although Century 21 Castle may not require such information, a seller of real estate may require information prior to showing the property and/or as part of any purchase offer.

Broker:

By: Charles Castelli

Name: Charles Castelli  
 Title: Owner/Broker  
 State : New York  
 County: Suffolk

The foregoing document acknowledge before me this 31<sup>st</sup> day of March 2022 by Charles Castelli, who personally appeared who proved to me on the basis of Satisfactory evidence to be the person whose name is subscribed to the within instrument and Acknowledged to me that he executed the same in his authorized capacity, and that by his signature On the instrument the person or the entity upon behalf of which the person acted, executed the instrument.

Ami Prego

AM/ PREGO  
 Notary Public, State of New York  
 No. 01PR6165471  
 Qualified in Suffolk County  
 Commission Expires 5 / 7 / 2023