

# Your Neighborhood Homes Realty LLC

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

ELENA ZHUKOVIN (the "Broker") 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 Broker:

- Requires \_\_\_ Does not require      1. Prospective buyer clients to show identification\*  
\_\_\_ Requires  Does not require      2. Exclusive buyer broker agreements  
 Requires \_\_\_ Does not require      3. Pre-approval for a mortgage loan / proof of funds\*

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

### Acknowledgement of Broker

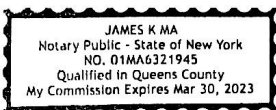
Broker: Elena Zhukovin

By:   
Name: Elena Zhukovin  
Title: Broker/owner

State of N.Y.  
County of Queens

The foregoing document was acknowledged before me this 19<sup>th</sup> day of April 2022 by ELENA ZHUKOVIN who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

  
Notary Signature



# FAIR HOUSING NOTICE

*Federal, State and Local Fair Housing Laws protect individuals from housing discrimination. It is unlawful to discriminate based on certain protected characteristics, which include, but are not limited to: race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status.*

## **THE FOLLOWING ARE SOME EXAMPLES OF POTENTIAL FAIR HOUSING VIOLATIONS:**

- Refusing to rent, sell or show a property based on a potential tenant or purchaser's protected characteristic.
- Quoting a higher price to a purchaser or renter because of the potential purchaser or tenant's protected characteristic.
- Refusing to rent to a tenant who has children or increasing a security deposit based on the number of children who will be living in the apartment.
- Steering prospective tenants or purchasers to certain neighborhoods based on any protected characteristics.
- Refusing to rent to a potential tenant because of their source of income, including but not limited to, Section 8 vouchers or other government subsidies.
- Refusing to waive a "no pet" policy for tenants that require a service, assistance or emotional support animal.
- Discriminating at the direction of a seller or landlord or because it is the preference of a seller or landlord.
- Refusing to rent to a renter who is a victim of domestic violence.

## **YOU HAVE THE RIGHT TO FILE A COMPLAINT**

- New York State, Department of State: (518) 474-4429
- New York State, Division of Human Rights: (844) 862-8703

**ALBANY OFFICE:** One Commerce Plaza, 99 Washington Avenue, P.O. Box 22001, Albany, NY 12201-2001  
• Customer Service: (518) 474-4429 • Website: [www.dos.ny.gov](http://www.dos.ny.gov) • E-Mail: [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov)

**REGIONAL OFFICES:**  
• BINGHAMTON • BUFFALO • HAUPPAUGE • NEW YORK CITY • UTICA

***This sign must be prominently posted in all real estate broker offices  
and at all public open houses.***