



NEW YORK

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

Pursuant to New York State law, R New York is required to publish its Standard Operating Procedures and make such procedures available on any and all publicly available websites and mobile device application maintained by the Broker and any of its licensees. These procedures outline prerequisites that all prospective homebuyers (“Prospective Buyers”) must meet before they receive services from an R New York agent.

Prospective Buyers should be aware that all R New York agents must follow these outlined procedures uniformly with respect to any Prospective Buyer:

- 1. Identification.** R New York does not require Prospective Buyers to provide an identification to work with an R New York agent. Prospective Buyers may be required to show proof of identification to (a) enter certain R New York offices, if required by the building’s security and/or management, (b) attend an open house or showing at the direction of a homeowner or listing agent, or (c) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.
- 2. Exclusive Buyer Agreement.** R New York does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with an R New York agent. A prospective buyer and R New York agent may agree to utilize an exclusive buyer representation agreement if mutually acceptable to both agent and Prospective Buyer.
- 3. Evidence of Pre-Approval.** R New York does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval / pre-qualification to work with an R New York agent. A third party, including a seller or listing agent, may require proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.

Acknowledgment of R New York:

Stefani Berkin, Broker of Record  
641 Lexington Avenue, 22nd Floor  
New York, NY 10022

A handwritten signature in black ink that reads "Stefani Berkin".

State of New York  
County of New York

Effective April 20, 2022