

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

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

Prospect or Buyers should be aware that all Brownstone Property Group agents must follow these outlined procedures uniformly with respect to any Prospect or Buyer:

1. Identification. Brownstone Property Group does not require Prospect or Buyers to provide an identification to work with a Brownstone Property Group agent. Prospect or Buyers may be required to show proof of identification to (a) enter certain Brownstone Property Group 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. Brownstone Property Group does not require Prospect or Buyers to sign an exclusive buyer representation agreement to work with an Brownstone Property Group agent. A Prospect or Buyer and Brownstone Property Group agent may agree to utilize an exclusive buyer representation agreement if mutually acceptable to both agent and Prospect or Buyer.
3. Evidence of Pre-Approval. Brownstone Property Group does not require Prospect or Buyers to provide confirmation of a loan or mortgage pre-approval / pre-qualification to work with an Brownstone Property Group 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 Prospect or Buyer.

Acknowledgment of BROWNSTONE PROPERTY GROUP.  
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