

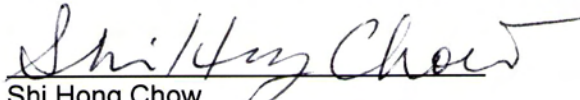
**Standardized Operating Procedure for the Prerequisites
Prospective Homebuyers Must Meet Prior to Services
Pursuant to New York Real Property Law Section 442-h**

On December 21, 2021, New York Real Property Law section 442-h (rules of the Secretary of State relating to real estate brokers and salespersons) was amended to require, in part, that real estate brokers institute standard operating procedures addressing the prerequisites prospective homebuyers must meet prior to provide them with any services.


The Standard Operating Procedures for **NY Best Homes Realty located at 11 Middle Neck Road, Suite 306, Great Neck, NY 10021** as of April 20th, 2022 are as follows:

- 1) The Broker does not make it mandatory for prospective buyer clients to show identification unless specifically mandated by the seller or listing agent prior to showing the property and/or as part of the purchase offer
- 2) The Broker does not make it mandatory for the agent to have an exclusive buyer broker agreement.
- 3) The Broker does not require a pre-approval for a mortgage loan or proof of funds unless specifically mandated by the seller or listing agent when the Exclusive Right to Represent documentation is signed or amended thereafter.

This Standardized Operating Procedure is hereby acknowledged by the Broker:

BROKER 
Shi Hong Chow
NY Best Homes Realty
License No 10491209436

The foregoing document was acknowledged before me this 20th day of April 2022 by Shi Hong Chow who personally appeared and 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 this instrument the person, or the entity upon behalf of which the person acted, executed the instrument:



Notary Public – State of New York

Date: 04/20/2022

County of NASSAU

