

EAST POINT REALTY
Standardized Operating Procedures for Prospective Homebuyers and Tenants

Adopted pursuant to New York Real Property Law § 442-H

Effective Date: 9/29/2026

East Point Realty (the "Brokerage") applies the following procedures uniformly to every prospective homebuyer and tenant, before and while providing real estate brokerage services, without regard to race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, familial status, military status, source of income, or any other characteristic protected by federal, state, or local law. All licensees affiliated with the Brokerage are required to follow these procedures.

1. Identification

The Brokerage does not require prospective homebuyers or tenants to show identification in order to work with our licensees or to view properties. A seller, landlord, managing agent, or co-op/condominium board may independently require identification as a condition of a showing, application, or transaction; any such requirement is set by that party, not by the Brokerage.

2. Written and Exclusive Broker Agreements

Buyers: Before a licensee tours a home with a prospective homebuyer, in person or virtually, the buyer must sign a written buyer agreement, as required by OneKey® MLS rules and National Association of REALTORS® policy. This agreement may be exclusive or non-exclusive. It will conspicuously state the amount or rate of compensation the Brokerage will receive, or how it will be determined, in terms that are objectively ascertainable and not open-ended; it will provide that the Brokerage will not receive compensation from any source that exceeds the amount agreed; and it will state that broker fees and commissions are not set by law and are fully negotiable. An exclusive buyer agency agreement is required before a licensee submits an offer to purchase on the buyer's behalf. No written agreement is required for a buyer who visits an open house on their own or only asks about the Brokerage's services.

Tenants: An exclusive broker agreement is not required to begin working with the Brokerage. An exclusive tenant agency agreement is required before a licensee submits a rental application on the prospective tenant's behalf.

3. Mortgage Pre-Approval

Pre-approval for a mortgage loan is not required to work with the Brokerage or to view properties. A prospective homebuyer who intends to finance a purchase must provide a mortgage pre-approval letter from a lender when submitting an offer; a buyer purchasing without financing must provide proof of funds when submitting an offer. Sellers, landlords, and co-op/condominium boards may set additional financial requirements of their own.

4. Availability and Amendments

These procedures are posted on the Brokerage's website, are available at each Brokerage office, and will be provided to any person upon request. Any amendment will be date-stamped, notarized, and posted within thirty (30) days, and archived copies of all prior versions are maintained while the Brokerage is licensed. Questions may be directed to the Principal Broker at (212) 287-9447 or Team@eastpointre.com.



Daylan Bisram, Principal Broker, East Point Realty

9/29/2026

Date

ACKNOWLEDGMENT

State of New York) ss.:

County of Queens)

On the 29th day of September in the year 2026, before me, the undersigned, personally appeared Daylan Bisram, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.



Notary Public

SHERIDA SEFFERINA BISRAM
Notary Public, State of New York
Reg. No. 01BI0011700
Qualified in Queens County
Commission Expires July 28th 2027