

**STANDARDIZED OPERATING PROCEDURES FOR  
RESIDENTIAL PURCHASERS OF REAL ESTATE**


At Charles Rutenberg Realty, Inc. our Real Estate Agents are required, pursuant to Real Property Law §442-H, to uniformly apply their Brokerage’s Standard Operating Procedure (SOP) when qualifying potential purchasers.

When working with a prospective purchaser, Charles Rutenberg Realty, Inc.:

- (1) **does** require identification from prospective purchasers
- (2) **does not** require purchasers to sign an exclusive brokerage agreement, but they will be reviewed
- (3) **does** require a pre-approval for a mortgage loan or proof of funds from prospective buyers; pre-approvals/proof of funds will be required on or before an offer is placed on a property \*

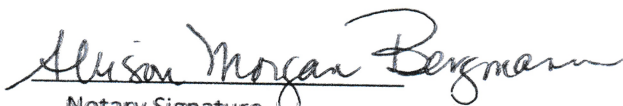
\*Although Broker may not require such information prior to showing a property, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.

Acknowledgement of Broker:

By:   
Name: Joseph Moshé  
Title: Licensed Real Estate Broker

State of New York  
County of Nassau

The foregoing document was acknowledged before me this 20 day of April 2022 by Joseph Moshe 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

ALLISON MORGAN BERGMANN  
Notary Public, State of New York  
No. 01BE6096150  
Qualified in Nassau County  
Commission Expires July 21, 2023