

ERA Top Service Realty, Inc.

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

ERA Top Service Realty, Inc.

(the "Broker") is making this Standardized Operating

Procedure available on any publicly accessible websites and mobile device applications maintained by the Broker and any of its licensees and teams. Broker has signed, notarized copies of these Standardized Operating Procedures available to the public upon request at Broker's office locations.

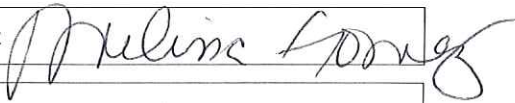
Please be advised that Broker:

- ☐ Requires ☒ Does not require 1. Prospective buyer clients to show identification\*
- ☐ Requires ☒ Does not require 2. Exclusive buyer broker agreements
- ☒ Requires ☐ Does not require 3. Pre-approval for a mortgage loan / proof of funds\*

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

**Acknowledgment of Broker**

Broker Name: Melissa Gomez



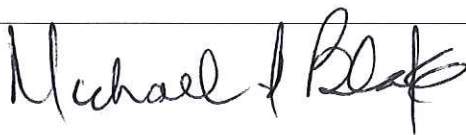
Title: Principal Broker

Business Entity: ERA Top Service Realty

State of New York

County of: Queens

Date: 4/19/2022



MICHAEL I. BLAKE  
Notary Public, State of New York  
No. 01BL4767054  
Qualified in Queens County  
Commission Expires Feb. 28, 2023