

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, Inc.

State of New York

County of: Queens

Date: 4/19/2022