

New York Real Estate Standard Operating Procedures

Pursuant to New York State law, Christie's International Real Estate Westchester | Hudson Valley is required to publish its Standard Operating Procedures that detail prerequisites that all prospective homebuyers ("Prospective Buyers") must meet before they receive services from a Christie's International Real Estate Westchester | Hudson Valley agent.

Christie's International Real Estate Westchester | Hudson Valley agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

**Prospective Buyer Identification.** Christie's International Real Estate Westchester | Hudson Valley does not require Prospective Buyers to provide identification to work with a Christie's International Real Estate Westchester | Hudson Valley agent. However, Prospective Buyers may be required to show proof of identification to (i) enter certain Christie's International Real Estate Westchester | Hudson Valley offices if required by the building's security, (ii) attend an open house or showing at the direction of a homeowner or listing agent, or (iii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent directed by their seller.

**Buyer Representation Agreement.** Christie's International Real Estate Westchester | Hudson Valley does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with a Christie's International Real Estate Westchester | Hudson Valley agent, however, a prospective buyer and Christie's International Real Estate Westchester | Hudson Valley agent may agree to utilize an exclusive buyer representation agreement.

**Prospective Buyer Evidence of Pre-Approval.** Christie's International Real Estate Westchester | Hudson Valley does not require Prospective Buyers to provide confirmation of a mortgage pre-approval or proof of funds to work with a Christie's International Real Estate Westchester | Hudson Valley agent, however, a third party, including a seller or listing agent directed by their seller, may require proof of pre-approval or proof of funds, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.

Effective April 12, 2022

Acknowledgement of Broker

Broker: [Signature]  
By:  
Name: LOUISE COLONNA  
Title: BROKER OF RECORD  
State of: NEW YORK  
County of: WESTCHESTER

The foregoing document was acknowledged before me this 8th day of April 2022 by Louise Colonna 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

[Signature]  
Notary Signature

