

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

Caroline Akt Realty LLC (the “Broker”) is making this Standardized Operating Procedure available on any publicly available website and mobile device application maintained by the Broker and any of its licensees and teams. Broker has copies of these Standardized Operating Procedures available to the public upon request at Broker’s office location.

Please be advised that Broker:

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| <input type="checkbox"/> Requires            | <input checked="" type="checkbox"/> Does not require | 1. Prospective buyer clients to show identification* |
| <input type="checkbox"/> Requires            | <input checked="" type="checkbox"/> Does not require | 2. Exclusive buyer broker agreements                 |
| <input checked="" type="checkbox"/> Requires | <input type="checkbox"/> 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.