

"LIST WITH MASTER - WE WORK FASTER"

107 SEGUINE AVENUE  
STATEN ISLAND, N. Y. 10309  
(718) 987-3000

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

ROBERT KELLY (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:

- 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.

Acknowledgement of Broker

Broker:

By: [Signature]  
Name: ROBERT KELLY  
Title: BROKER OWNER

State of NEW YORK  
County of RICHMOND

The foregoing document was acknowledge before me this 7 day of APRIL 2022 by ROBERT KELLY 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  
 REALTOR®

ANN COPPOLA  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01CO6167544  
Qualified in Richmond County  
My Commission Expires: 6/4/2023

MEMBER:

STATEN ISLAND BOARD OF REALTORS, INC.

NEW YORK STATE ASSOCIATION OF REALTORS

NATIONAL ASSOCIATION OF REAL ESTATE APPRAISERS, INC.