

## New York Real Estate Standard Operating Procedures

Pursuant to New York State law, Reuveni LLC and Christie's International Real Estate Group LLC 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 New York Reuveni LLC and Christie's International Real Estate Group LLC agent. New York Reuveni LLC and Christie's International Real Estate Group LLC agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

- **Prospective Buyer Identification.**

Reuveni LLC and Christie's International Real Estate Group LLC does not require Prospective Buyers to provide identification to work with a Reuveni LLC and/or Christie's International Real Estate Group LLC agent. However, Prospective Buyers may be required to show proof of identification to (i) enter certain Reuveni LLC and Christie's International Real Estate Group LLC 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.

- **Buyer Representation Agreement.**

Reuveni LLC and Christie's International Real Estate Group LLC do not require Prospective Buyers to sign an exclusive buyer representation agreement to work with a Reuveni LLC and /or Christie's International Real Estate Group LLC agent, however, a prospective buyer and Reuveni LLC and Christie's International Real Estate Group LLC agent may agree to utilize an exclusive buyer representation agreement.

- **Prospective Buyer Evidence of Pre-Approval.**

Reuveni LLC and Christie's International Real Estate Group LLC do not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with a Reuveni LLC and Christie's International Real Estate Group LLC agent; however, a third party, including a seller or listing agent, may require

proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.