

## New York Real Estate Standard Operating Procedures

Pursuant to New York State law, Reuveni LLC (“Reuveni”) and Christie’s International Real Estate Group, LLC (“Christie’s”) is required to publish its Standard Operating Procedures which detail prerequisites that all prospective homebuyers (“Prospective Buyers”) must meet before they receive services from a New York State real estate licensee associated with either Reuveni and/or Christie’s. Reuveni and Christie’s licensees must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

- **Prospective Buyer Identification.**

Reuveni and Christie’s does not require Prospective Buyers to provide identification to work with a Reuveni and/or Christie’s licensee. However, Prospective Buyers may be required to show proof of identification to (i) enter certain Reuveni and Christie’s offices if required by the building’s security, (ii) attend an open house or showing at the direction of a homeowner or listing broker, or (iii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing broker.

- **Buyer Representation Agreement.**

Reuveni and Christie’s do not require Prospective Buyers to sign an exclusive buyer representation agreement in order to begin working with a Reuveni and /or Christie’s licensee. However, a Prospective Buyer, Reuveni and Christie’s may agree to utilize an exclusive buyer representation agreement.

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

Reuveni and Christie’s do not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval document to begin working with a Reuveni and/or Christie’s licensee. However, a third party, including a seller or listing broker, 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.