



NEW YORK REAL ESTATE STANDARD OPERATING PROCEDURES

Pursuant to New York State law, **Corporate Commercial Realty LLC (CCR)** is required to publish its Standard Operating Procedures that detail prerequisites that all prospective Buyers or Tenants ("Prospective Buyers/Tenants") must meet before they receive services from an agent of Corporate Commercial Realty LLC. All CCR agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

Prospective Buyer/Tenant Identification: Corporate Commercial Realty LLC does not require Prospective Buyers to provide identification to work with an agent. However, Prospective Buyers may be required to show proof of identification to (i) attend an open house or showing at the direction of an owner or listing agent, or (ii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.

Buyer/Tenant Representation Agreement: Corporate Commercial Realty LLC does not require Prospective Buyer/Tenant to sign an exclusive buyer representation agreement to work with an agent, however, a prospective buyer/tenant and agent may choose to agree to utilize an exclusive buyer/tenant representation agreement.

Prospective Buyer/Tenant Evidence of Pre-Approval: Corporate Commercial Realty LLC does not require Prospective Buyer/Tenant to provide confirmation of a loan or mortgage pre-approval to work with an 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/Tenant.