

# Standardized Operating Procedure for The Realty Depot, LLC

**Effective Date:** July 2, 2026

Pursuant to New York Real Property Law §442-H, **The Realty Depot, LLC** (the "Brokerage") is required to maintain and publicly publish its Standardized Operating Procedures. These procedures clearly outline the criteria that prospective homebuyers must meet prior to receiving services from the Brokerage or its licensed agents. Our licensed real estate agents uniformly apply these procedures to all prospective homebuyers in a consistent and non-discriminatory manner.

## Our Requirements:

- **Identification:** Prospective homebuyers **are not** required to show a government-issued photo identification prior to meeting with an agent, viewing properties, or receiving services.
- **Exclusive Buyer Agreement:** Prospective homebuyers **are not** required to sign an exclusive buyer broker agreement prior to receiving services from our agents.
- **Pre-Approval / Proof of Funds:** Prospective homebuyers **are** required to provide a mortgage pre-approval letter or proof of funds prior to viewing properties or submitting an offer.

## Important Disclaimers:

- **Seller Requirements Take Precedence:** Although the Brokerage may not require certain documentation upfront, individual property owners, home sellers, or building management boards (such as Co-op or Condo boards) may require identification, financial qualification, or other documentation before allowing a property showing or accepting an offer.
- **Agent Compliance:** All licensed real estate brokers and salespersons affiliated with the Brokerage must strictly adhere to these established procedures.