

STANDARD OPERATING PROCEDURES

The following is Hillside Realty and Development LLC's ("Broker") Standardized Operating Procedures ("SOP"). These SOPs are available on the Broker's publicly available website and mobile device applications maintained by the Broker and any of its licensees and teams. In addition, Broker has copies of these SOPs available to the public upon request at the Broker's office location:

1. Prospective Client's IDs: Broker does not require prospective purchaser(s) or renter(s) to provide their identification prior to entering a property for a showing or prior to making an offer.

2. Exclusive Broker Agreement: Broker does not require prospective purchaser(s) or renter(s) to enter into an exclusive brokerage agreement with Broker prior to the rendering of brokerage services.

3. Pre-Approval / Proof of Funds: Broker requires proof of funds (excluding source of income) from purchaser(s) or renter(s) (or from subsidies or guarantors who qualify) prior to the delivery of any offers to purchase or rent from an associated licensee to the homeowner or such homeowner's listing agent. Should proof of funds be in the form of a mortgage, such mortgage shall be pre-approved by an institutional lender to constitute competent proof of funds.

Although Broker may not require such information, a homeowner may require a prospective purchaser(s) or renter(s) to provide this information to the Broker, so long as homeowner notices Broker, in writing, through its associated licensee, prior to such homeowner having knowledge of any demographics of the prospective purchaser(s) or renter(s).

Acknowledgement of Broker

Broker:

By Bliss Valutseinas

Name:

Title:

State of New York

County of Putnam

Sworn to before me this

21 day of April, 2022

Amanda I. Forte

Notary Public

AMANDA I. FORTE
Notary Public, State of New York
Reg. No. 01FO6405843
Qualified in Putnam County
Commission Expires 03/16/24