

**Standardized Operating Procedures for Purchasers of Real Estate
Pursuant to Real Property Law §442-H**

G.E. Grace & Company, Inc. ("GE Grace") is making these Standardized Operating Procedures available to the public. Hard copies of these Standardized Operating Procedures are available by request to any GE Grace agent and on our website.

Standardized Operating Procedures for Prospective Homebuyers in Order to Receive Services from GE Grace:

1. Prospective Client's IDs: buyer(s)/renter(s) may be required to provide their identification before entering a property when required by general security purposes. Individual property owners, their agents, certain sponsor/developer-clients, managing agents or certain listing brokers may require photo identification prior to a showing or to work with them, and this will be communicated to buyers/renters when such a situation arises.
2. Exclusive Broker Agreement: An exclusive brokerage agreement is not required for buyer(s)/renter(s) to work with GE Grace agents but is recommended.
3. Pre-Approval/Proof of Funds: Proof of funds (excluding source of income), including mortgage pre-approval when an offer includes financing, is required before making an offer to purchase/rent. Property owners are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyers/renters, is applied uniformly and objectively to all buyers/renters and is non-discriminatory. Such criteria may only be required by a property owner if such owner establishes their criteria in writing, inclusive of the date of such direction.