

## STANDARD OPERATING PROCEDURES

All Canyon Realty Group licensed agents are required by State Law to uniformly apply their Brokerage's Standard Operating Procedure (SOP) when qualifying Buyers / Renters.

Canyon Realty Group is making these Standard Operating Procedures available to the public. Hard copies of these Standard Operating Procedures are available upon request at our office location: 2001 Marcus Avenue, Suite N121, Lake Success, New York, 11042.

**1-Prospective Client's IDs:** Buyer(s) are **not** required to provide identification to work with a Canyon Realty Group agent. However, buyer(s) may be required to show identification to enter the Canyon Realty Group office if required by the building's security, attend an open house or showing at the direction of a homeowner, listing agent, or in any other circumstance as directed by a third party, including but not limited to, a seller, landlord, listing agent, sponsor / developer, managing agent, or building security.

**2-Exclusive Broker Agreement:** **No** exclusive brokerage agreements are required for buyer(s) to work with Canyon Realty Group agents. However, they are highly recommended, and nothing prevents any licensee from working with a homebuyer under an exclusive buyer representation agreement for the mutual purpose of exclusivity.

**3-Pre-Approval/Proof of Funds:** We do **not** require pre-approval for a mortgage loan to show a buyer(s) a property. Property owners and listing brokers are nonetheless free to set their own qualifying criteria so long as such criteria is established in advance of soliciting buyer(s), is applied uniformly and objectively to all buyers / renters and is non-discriminatory. Proof of funds (excluding source of income), and/or including mortgage pre-approval when an offer includes financing, is required before making an offer to purchase.

Acknowledgement of Broker

Broker Name: Ryan Walsh

By: [Signature]

Title: Broker

State of: New York

County of: Queens

The foregoing document was acknowledged before me this 28 day of Sept. 2023 by Ryan Walsh who personally appeared who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature the person executed the instrument.

Notary Signature

[Signature]  
**Natasha Sarwan, Notary Public**  
**State of New York**  
**No. 01SA6126749**  
**Qualified in Queens County**  
**Commission Expires May 16, 20 25**