

STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE  
PURSUANT TO REAL PROPERTY LAW §442-H

Empire Real Estate Firm LLC (the "Broker") is making this Standardized Operating Procedure available on any publicly available website and mobile device application maintained by the Broker and any of its licensees and teams. Broker has copies of these Standardized Operating Procedures available to the public upon request at Broker's office location.

Please be advised that Broker:

- |                                                      |                                                       |
|------------------------------------------------------|-------------------------------------------------------|
| <u>    </u> Requires <u>  X  </u> Does not require   | 1. Prospective buyer clients to show identification*  |
| <u>    </u> Requires <u>  X  </u> Does not require   | 2. Exclusive buyer broker agreements                  |
| • <u>    </u> Requires <u>  X  </u> Does not require | 3. Pre-approval for a mortgage loan / proof of funds* |

\*Although Broker may not require such information, a seller of real estate may require this information prior to showing the property and/or as part of any purchase offer.

Acknowledgement of Broker

Broker:

By: Marisa Moffatt  
Name: Marisa Moffatt  
Title: Principle Broker/Partner/Owner

State of New York  
County of Albany

The foregoing document was acknowledge before me this 9th day of October 2025 by Marisa Moffatt who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument

[Signature]  
Notary Signature

TYLER H AKINS  
Notary Public - State of New York  
No. 01AK0023604  
Qualified in Saratoga County  
My Commission Expires April 16, 2028