



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

New York Costa Group R.E / Bruna Costa (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.

With adequate notice, these Standardized Operating Procedures are subject to change based on the adapting industry.

1. New York Costa Group R.E / Bruna Costa **does not** require prospective buyers to provide identification to begin work with our licensees.
2. New York Costa Group R.E / Bruna Costa **does** require prospective buyers to enter into a mutually agreed upon Exclusive Buyer Agency Representation Agreement to begin working with our licensees, which includes receiving property information, schedule showings, or to show properties.
3. New York Costa Group R.E / Bruna Costa **does not** require prospective buyers to provide proof of a mortgage pre-approval as a condition to begin work with our licensees. However, Sellers may require a mortgage pre-approval and/or other requirements when allowing prospective buyers to enter their homes or when reviewing offers, in which case our licensees will make such requirements known to their prospective buyers.

Bruna Costa 
License Number 10371201736