

Standard Operating Procedures (SOPs) for SIGMA GROUP Real Estate

Standardized Operating Procedure for the Prerequisites Prospective Homebuyers Must Meet Prior to Services Pursuant to New York Real Property Law Section 442-h

Effective Date: 9/22/2025

This document outlines the standardized operating procedures for SIGMA GROUP Real Estate as required by New York State Real Property Law §442-h. All real estate agents and associated licensees of SIGMA GROUP Real Estate must adhere to these procedures.

1. Prospective Client Identification

SIGMA GROUP Real Estate/ Broker does not require prospective clients to show identification prior to receiving any services.

- "While we do not require identification to work with a licensee, a seller or listing agent may require it for property showings or open houses."

2. Exclusive Broker Agreement

SIGMA GROUP Real Estate/ Broker does not require prospective clients to sign an exclusive buyer broker agreement prior to receiving any services.

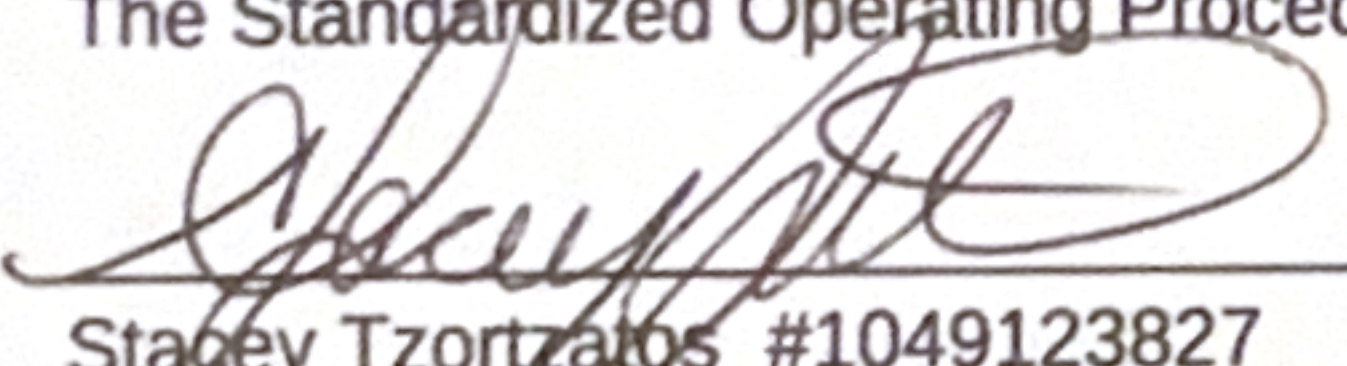
- "An exclusive buyer brokerage agreement is not required to work with an agent from our brokerage. However, our agents may discuss the benefits of an exclusive buyer agreement with a client."

3. Pre-Approval for a Mortgage/Proof of Funds

SIGMA GROUP Real Estate/ Broker does not require prospective clients to provide proof of a mortgage pre-approval or proof of funds prior to receiving any services.

- "While we do not require a pre-approval or proof of funds to begin working with a client, a seller or listing agent will typically require this information before accepting an offer or in some cases, before a showing."

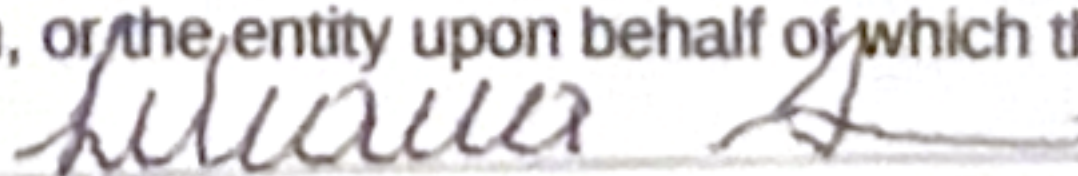
The Standardized Operating Procedure is hereby acknowledged by the Broker:


Stacey Tzortzatos #1049123827

10/9/2025
Dated

Sigma Group Real Estate 1522 Parsons Blvd #2 Whitestone, NY 111357

The foregoing document was acknowledged before me this 9 day of Oct/25 by Stacey Tzortzatos who personally appeared and 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 she executed the same in her authorized capacity, and that by her signature on this instrument the person, or the entity upon behalf of which the person acted, executed the instrument:


LILIANA ARCARO
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01AR6443983
Qualified in Queens County
My Commission Expires: 11/14/2026