

## **STANDARDIZED OPERATING PROCEDURES**

Aurora Property Group  
Licensed Real Estate Broker – State of New York  
License No.: 10991234255  
Effective Date: January 1, 2026

### **Applicability**

These Standardized Operating Procedures (“SOPs”) apply to all real estate brokerage services provided by Aurora Property Group within the State of New York. The brokerage is operated by a licensed broker with no associated salespersons. All procedures are applied uniformly and in compliance with applicable fair housing laws.

### **Identification**

Prospective clients may be required to present government-issued photo identification prior to receiving certain brokerage services, including private showings, brokerage engagement, or offer submission.

### **Exclusive Brokerage Agreements**

An exclusive brokerage agreement may be required before providing ongoing or substantive brokerage services, including buyer representation, repeated private showings, offer preparation, or negotiations.

### **Mortgage Pre-Approval / Proof of Funds**

Prospective buyers may be required to provide mortgage pre-approval or proof of funds prior to private showings, offer submission, or negotiations.

### **Public Availability**

These SOPs are posted on any publicly accessible website or mobile application maintained by the brokerage and are available to the public upon request.

### **Recordkeeping**

These SOPs are dated and notarized. Any amendments will be documented, dated, notarized, retained with prior versions, and publicly posted within 30 days. SOP records are maintained for the duration of the broker’s active license.