

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

_____ Vanguard-Fine, LLC Commercial Real Estate Professionals _____ (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:

- ___ Requires Does not require 1. Prospective buyer clients to show identification*
- ___ Requires Does not require 2. Exclusive buyer broker agreements
- ___ Requires 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: _____

Name: Kenneth Brownell

Title: Principal / Licensed Real Estate Broker

State of New York

County of Albany

The foregoing document was acknowledged before me this 6th day of April 2022 by Kenneth Brownell 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 on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument

Notary Signature

<p align="center">Angela J. Cota NOTARY PUBLIC, STATE OF NEW YORK Registration No. 01CO5049803 Qualified in Albany County Commission Expires <u> 10/25/2025 </u></p>
