



New York Real Estate Operating Procedures

Pursuant to New York State law, Alchemy Properties is required to publish its Standard Operating Procedures that detail prerequisites that all prospective homebuyers (“Prospective Buyers”) must meet before they receive services from a New York Alchemy Properties agent.

New York Alchemy Properties’ agents must implement these pre-services procedures uniformly with respect to any Prospective Buyer.

- **Prospective Buyer Identification.** Alchemy Properties does not require Prospective Buyers to provide identification to work with an Alchemy Properties agent. However, Prospective Buyers may be required to show proof of identification to (i) enter certain Alchemy Properties offices if required by the building’s security, (ii) attend an open house or showing at the direction of a homeowner or listing agent, or (iii) in any other circumstance as directed by a third party, including but not limited to, a seller or listing agent.
- **Buyer Representation Agreement.** Alchemy Properties does not require Prospective Buyers to sign an exclusive buyer representation agreement to work with an Alchemy Properties agent, however, a prospective buyer and Alchemy Properties agent may agree to utilize an exclusive buyer representation agreement.
- **Prospective Buyer Evidence of Pre-Approval.** Alchemy Properties does not require Prospective Buyers to provide confirmation of a loan or mortgage pre-approval to work with an Alchemy Properties agent; however, a third party, including a seller or listing agent, may require proof of pre-approval, including but not limited to, prior to attending a showing or open house or receiving an offer from the Prospective Buyer.