ARKGATE REALTY LLC

STANDARDIZED OPERATING PROCEDURES

FOR PROSPECTIVE HOMEBUYERS

Effective Date	Sep 15, 2026
Last Updated	Sep 15, 2026
Brokerage	Arkgate Realty LLC | Licensed New York Real Estate Broker

Pursuant to New York Real Property Law § 442-h, Arkgate Realty has adopted the following standardized operating procedures concerning the prerequisites prospective homebuyers must meet before receiving services from Arkgate Realty.

Please be advised that Arkgate Realty:

1. Identification

Does not require prospective homebuyers to provide identification before receiving services.

Identification may nevertheless be required by a property owner, building, managing agent, listing broker, or other authorized party before access to certain properties is granted.

2. Exclusive Buyer-Broker Agreement

Does not require prospective homebuyers to sign an exclusive buyer-broker agreement before receiving services.

Depending on the services requested and applicable requirements, Arkgate Realty and a prospective buyer may enter into an appropriate written buyer-representation agreement. Any such agreement and its scope will be explained to the buyer before signing.

3. Mortgage Pre-Approval or Proof of Funds

Does not require prospective homebuyers to provide a mortgage pre-approval or proof of funds before receiving services.

However, a seller, property owner, listing broker, managing agent, or other authorized party may require mortgage pre-approval, proof of funds, or other evidence of financial qualification before granting a showing or considering an offer.

Arkgate Realty may also request appropriate financial qualification information when reasonably necessary to prepare or submit an offer or provide transaction-related services.

Equal and Consistent Application

These procedures will be applied consistently to prospective homebuyers in accordance with applicable federal, New York State, and New York City fair-housing and anti-discrimination laws.

Contact

Questions regarding these procedures may be directed to:

Arkgate Realty
Email: info@arkgaterealty.com

BROKER ADOPTION AND ACKNOWLEDGMENT

I, [redacted] Principal Broker of Arkgate Realty LLC, acknowledge that the foregoing Standardized Operating Procedures are the standardized operating procedures adopted by Arkgate Realty for prospective homebuyers.

[redacted]

Name: [redacted] Principal Broker

Arkgate Realty LLC

Sep 15, 2026

Date

NOTARY ACKNOWLEDGMENT

State of New York)
County of New York) ss.:

On the 15 day of September, 2026, before me, the undersigned, personally appeared [redacted], personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same in his capacity as Principal Broker of Arkgate Realty LLC, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

[redacted]

Notary Public Signature

Printed Name: Nestor M. Hernandez

Commission/Registration No.: 01HE0043278

Commission Expires: 10/27/2029

Notary note: The notary may use or attach the notarial certificate the notary considers appropriate under New York law. Do not sign this document until the notary instructs you to do so.

NESTOR M HERNANDEZ
Notary Public - State of New York
NO. 01HE0043278
Qualified in Queens County
My Commission Expires Oct 27, 2029