

SEMPER HOME REAL ESTATE

Standardized Operating Procedures

Effective Date: November 05, 2024

Last Revised: May 20, 2025

Broker of Record: Guadalupe Mendoza

Office Address: 87 Wolfs Lane Suite E, Pelham NY 10803 Website: www.semperhomerealty.com

As required by New York State law (RPL § 442-h), the following standardized operating procedures apply to all prospective homebuyers who wish to work with Semper Home Real Estate:

1. Identification Requirement

Prospective homebuyers are not required to show identification prior to receiving services from Semper Home Real Estate. (Optional: Buyers may be asked to show identification in certain situations, such as property access or security verification, but it is not a prerequisite to begin working with an agent.)

2. Exclusive Broker Agreement Requirement

Prospective homebuyers are not required to sign an exclusive broker agreement to begin receiving services from Semper Home Real Estate. (Optional: Clients are free to work with multiple brokerages unless they choose to enter into an exclusive agreement voluntarily.)

3. Mortgage Pre-Approval Requirement

Prospective homebuyers of Semper Home Real Estate are not required to provide a mortgage pre-approval prior to receiving services. 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.

Archiving & Compliance

This document is date-stamped and notarized in accordance with NY State law. All prior versions are maintained in our compliance archive.

A copy of this SOP is:

- Available at all Semper Home Real Estate office locations
- Posted on our public website and any team/agent websites or applications affiliated with the brokerage

Notary Acknowledgment:

Signed and acknowledged before me this 22nd day of may, 2025

Notary Public Signature: Natasha A. Gross

