TOURMA REALTY

<u>Standardized Operating Procedures, New York Real Property Law Section 442-h</u>

Tourma Realty is making the below Standard Operating Procedures available to the public, with hard copies available upon request.

Standard Operating Procedures for Tourma Realty agents in respect to working with prospective home buyers are as follows:

- <u>Proof of Identification:</u> Prospective clients are not required to provide proof of ID to work with a Tourma Realty agent. However, at times, certain buildings including office buildings where Tourma Realty may conduct business, or buildings we tour where the staff may require ID, would require prospective clients to present ID. At times, sellers, listing agents or management companies may require ID prior to touring.
- <u>Exclusive Broker Agreement:</u> An exclusive broker agreement is not required to begin working with a Tourma Realty agent.
- <u>Pre-approval requirement:</u> Prospective homebuyers are not required to provide a pre-approval letter or proof of funds to work with a Tourma Realty agent. However, at times, listing agents or individual sellers/owners may require a pre-approval letter or proof of funds prior to scheduling a showing.

Updated 6/16/2025