

**NEW YORK STANDARDIZED OPERATING PROCEDURES FOR PURCHASERS OF REAL ESTATE PURSUANT TO REAL PROPERTY LAW § 442-H**

Karten Real Estate Services LLC d/b/a Houzeo (“Broker”) makes the following Standardized Operating Procedures available on any publicly available website and mobile application maintained by Broker where New York listings are displayed. Copies of these procedures are available to the public upon request at the Broker’s office.

Broker:

- **Does not require** prospective buyer clients to show identification.
- **Does not require** exclusive buyer-broker agreements.
- **Does not require** pre-approval for a mortgage loan/proof of funds.

Although Broker may not require such information, a seller or landlord of real estate may require identification, pre-approval, or proof of funds before showing a property and/or as part of any purchase or rental offer. Broker’s websites or mobile applications may require basic identity verification (for example, contact information or creation of a user profile) to use certain features, and Broker may connect homebuyers with third-party real estate professionals in New York who may have their own separate requirements, including exclusive agency agreements.

Broker: Karten Real Estate Services LLC dba Houzeo

By:  \_\_\_\_\_

Name: Mark Karten  
Signer ID: DS5A3LOK11...

Title: Licensed Real Estate Broker, NY