



HUDSON MERCER
REAL ESTATE BROKERAGE

New York Real Estate Standard Operating Procedures

Effective Date: August 6, 2026

Pursuant to New York State law and the regulations of the New York Department of State, Hudson Mercer (the “Brokerage”) is required to publish these Standard Operating Procedures (“SOP”) describing the prerequisites that all prospective homebuyers (“Prospective Buyers”) must satisfy before receiving real estate brokerage services from a Hudson Mercer agent.

All Hudson Mercer agents licensed in New York State must apply these procedures uniformly and consistently to every Prospective Buyer, regardless of race, color, national origin, religion, sex, disability, familial status, or any other protected characteristic under federal, state, or local fair housing law.

Pre-Service Requirements for Prospective Buyers

Prospective Buyer Identification. Hudson Mercer does not require a Prospective Buyer to present identification in order to begin working with a Hudson Mercer agent. A Prospective Buyer may, however, be asked to show proof of identification where required to (i) enter a building or office that restricts access for security purposes, (ii) attend a showing or open house at the direction of the homeowner or listing agent, or (iii) satisfy any other condition imposed by a third party, including a seller or listing agent, who is not affiliated with Hudson Mercer.

Buyer Representation Agreement. Hudson Mercer does not require a Prospective Buyer to sign a buyer representation agreement before initially engaging with a Hudson Mercer agent. Before touring a property with a Hudson Mercer agent, however, a Prospective Buyer must sign either an exclusive or a non-exclusive buyer representation agreement, consistent with New York law.

Evidence of Mortgage Pre-Approval or Proof of Funds. Hudson Mercer does not require a Prospective Buyer to furnish a mortgage pre-approval letter or proof of funds in order to work with a Hudson Mercer agent. A third party, including a seller or listing agent not affiliated with Hudson Mercer, may nonetheless require such evidence, including as a condition of attending a showing or open house, or before an offer submitted by the Prospective Buyer will be considered.

Non-Discriminatory Application. These pre-service procedures are applied uniformly to all Prospective Buyers. No Hudson Mercer agent may impose additional or different requirements on a Prospective Buyer based on a protected characteristic under the New York State Human Rights Law, the New York City Human Rights Law, or applicable federal fair housing law.

This SOP is published pursuant to New York State requirements and is subject to periodic review and revision by Hudson Mercer.

Questions regarding this SOP may be directed to the Hudson Mercer broker of record.

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