

**Standard Operating Procedures for Prospective Buyers and Renters**  
(Pursuant to New York State Real Property Law §442-H)

USWOO Realty ("Broker") applies these Standard Operating Procedures (SOPs) consistently for all prospective buyers and renters.

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## 1. Identification

- Buyers or renters are **not required** to present identification to begin working with a USWOO Realty LLC agent.
  - Identification **may be required** in certain cases, such as:
    - Accessing office buildings with security protocols
    - Entering an open house or private showing when requested by the property owner, listing agent, landlord, property manager, or developer
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## 2. Exclusive Brokerage Agreement

- An **exclusive representation agreement is not required** for prospective buyers or renters to work with USWOO Realty LLC.
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## 3. Financial Documentation

- Before submitting any purchase or rental offer, clients must provide:
  - Proof of funds (excluding the source of income)
  - If financing is involved, a valid mortgage pre-approval letter
- Property owners may set their own qualification requirements, provided they:
  - Are clearly established before offers are solicited
  - Are applied equally to all applicants

- Are non-discriminatory
- Are provided in writing and dated by the property owner

Broker: USWOO Realty LLC

By: [Signature] Name: Yuan Zhong Title: Broker of Record.

State of New York, County of Rockland

Acknowledged before me this 14th day of August 2025

[Signature]

Notary Public

NEIL F. AGYIRI  
Notary Public - State of New York  
NO. 01AG6324731  
Qualified in Rockland County  
My Commission Expires May 11, 2027

## 2. Exclusive Brokerage Agreement

An exclusive representation agreement is not required for prospective buyers or tenants of USWOO Realty LLC.