

Standardized Operating Procedures for Prospective Homebuyers in Order to Receive Services from Sotheby's International Realty, Inc.:

- There is no general requirement to provide photo identification prior to working with us. However, prior to entry to a Sotheby's International Realty, Inc. office, customers and clients may be required to present photo identification pursuant to the building's security policies or pursuant to applicable local government requirements. Also, individual property owners (or their listing agents) may require photo identification prior to a showing, and we will communicate this information to buyers in advance of such showing.
- An exclusive buyer representation agreement is not required.
- A pre-approval for a mortgage loan is not required to work with us, per se, however, individual property owners may require one – and if so, we will communicate that to buyers as applicable for any properties buyers may wish to view.

Effective Date: 4/20/22