

# CORE

## STANDARDIZED OPERATING PROCEDURE FOR PURCHASERS OF REAL ESTATE

Pursuant to New York Real Property Law § 442-h

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**Effective Date:** October 1, 2026

**Supersedes:** All prior versions, which are archived and available on request.

Shaun Osher, Broker for CORE Group Marketing LLC ("CORE"), has adopted the following procedures for the prerequisites prospective homebuyers must meet before receiving services from CORE and its licensees. These procedures apply equally to every prospective homebuyer.

### 1. Identification

CORE does not require prospective buyer clients to show identification.\*

### 2. Buyer Representation Agreement

CORE requires a written Buyer Representation Agreement, signed by the prospective buyer and the CORE licensee, before the licensee tours any property with the buyer or submits any offer on the buyer's behalf. Prospective buyers may speak with a CORE licensee and receive general information before signing.

The terms of the agreement, including compensation, are negotiable and will be explained before signing.

### 3. Mortgage Pre-Approval

CORE does not require prospective buyer clients to obtain pre-approval for a mortgage loan.\*

*\*Although CORE does not require this information, a seller of real estate may require identification, mortgage pre-approval, or proof of funds before showing a property and/or as part of any purchase offer.*

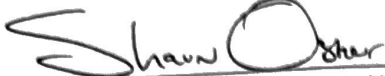
### Availability

This Standardized Operating Procedure is posted on every publicly available website and mobile application maintained by CORE, and on those maintained by its licensees and teams or through a direct link to CORE's website. Copies are available to the public upon request at each CORE Group Marketing LLC office location, including its headquarters at 232 Madison Avenue, 4th Floor, New York, NY 10016.

### Fair Housing

CORE is committed to the letter and spirit of federal, New York State, and local fair housing laws. These procedures are applied consistently to all prospective homebuyers without regard to any characteristic protected by law.

**BROKER SIGNATURES**

  
Shaun Osher, Broker — CORE Group Marketing LLC

9/24/2026

Date

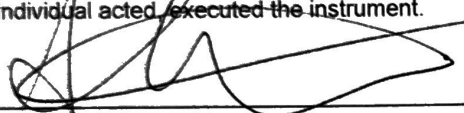
**NOTARY ACKNOWLEDGMENT**

STATE OF NEW YORK )

COUNTY OF Nassau ) ss.:

**ASHLEY SHERMAN**  
**NOTARY PUBLIC-STATE OF NEW YORK**  
**No. 01SH6209113**  
**Qualified in Nassau County**  
**My Commission Expires 07-20-2029**

On the 24 day of September in the year 2026, before me, the undersigned, personally appeared Shaun Osher, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he or she executed the same in his or her capacity, and that by his or her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
Notary Public

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Pursuant to New York Real Property Law § 442-h

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**Effective Date:** October 1, 2026

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Ashley Sherman, Broker for CORE Long Island LLC ("CORE"), has adopted the following procedures for the prerequisites prospective homebuyers must meet before receiving services from CORE and its licensees. These procedures apply equally to every prospective homebuyer.

### 1. Identification

CORE does not require prospective buyer clients to show identification.\*

### 2. Buyer Representation Agreement

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The terms of the agreement, including compensation, are negotiable and will be explained before signing.

### 3. Mortgage Pre-Approval

CORE does not require prospective buyer clients to obtain pre-approval for a mortgage loan.\*

*\*Although CORE does not require this information, a seller of real estate may require identification, mortgage pre-approval, or proof of funds before showing a property and/or as part of any purchase offer.*

### Availability

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### Fair Housing

CORE is committed to the letter and spirit of federal, New York State, and local fair housing laws. These procedures are applied consistently to all prospective homebuyers without regard to any characteristic protected by law.

**BROKER SIGNATURES**

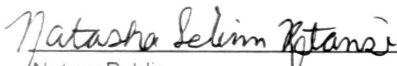
  
\_\_\_\_\_  
Ashley Sherman, Broker — CORE Long Island LLC

Sept 25, 2026  
\_\_\_\_\_  
Date

**NOTARY ACKNOWLEDGMENT**

STATE OF NEW YORK )  
 ) ss.:  
COUNTY OF NASSAU )

On the 25<sup>th</sup> day of September in the year 2026, before me, the undersigned, personally appeared Ashley Sherman, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he or she executed the same in his or her capacity, and that by his or her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

  
\_\_\_\_\_  
Notary Public

