

AVERBROOK LLC

Standardized Operating Procedures for Prospective Homebuyers

Effective date: 9/18/2026

Identification. Prospective clients are not required to show identification before receiving services from Averbrook LLC.

Exclusive brokerage agreements. An exclusive buyer brokerage agreement is not required for an initial introductory consultation. Before Averbrook provides buyer tours or begins buyer representation, the buyer and Averbrook must sign an exclusive written buyer brokerage agreement stating the scope, duration, compensation and termination terms. Compensation is negotiable.

Mortgage preapproval. Preapproval for a mortgage loan is not required before receiving services from Averbrook LLC.

These procedures apply consistently to prospective homebuyers. Copies are available upon request at Averbrook's office and through nick@averbrook.com.

Adopted for AVERBROOK LLC by its representative broker:

Nicholas K Harris Signature: Nicholas Harris

Date: 09/18/2026

Notarial acknowledgment

State of Pennsylvania County of Montgomery

On 09/18/2026 before me, the undersigned notary public, personally appeared Nicholas K Harris, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this instrument, and acknowledged to me that he executed it in his capacity and that by his signature the entity upon behalf of which he acted executed the instrument.

Notary signature: Jacqueline Torres-Carbo
Notary Public JACQUELINE NICOLE TORRES-CARBO
Commission Expires: 12/15/2029

Stamp/seal:

Commonwealth of Pennsylvania - Notary Seal
JACQUELINE NICOLE TORRES-CARBO, Notary Public
MONTGOMERY County
My commission expires December 15, 2029
Commission Number 1464988

New York Real Property Law section 442-h(4).

Notarized remotely online using communication technology via Proof.