



445 FIFTH AVENUE
NEW YORK, NY 10016

Standardized Operating Procedures for Purchasers or Renters of Real Estate

Pursuant to New York State Real Property Law §442-H

All RSNY Realty agents are required by New York State law to uniformly apply the firm's Standardized Operating Procedures (SOP)

when qualifying prospective buyers or renters.

The RSNY Realty SOPs are as follows:

1. Prospective Client Identification

RSNY Realty does not require buyer(s) or renter(s) to provide identification to begin working with an RSNY Realty agent.

However, identification may be required in the following situations, as directed by property owners or third parties:

- To enter certain building locations where security protocols require ID.
- To attend an open house or private showing where the homeowner, landlord, sponsor, developer, listing agent, building management, or building security has mandated identification.
- Any other circumstance in which a third party imposes ID requirements.

2. Exclusive Broker Agreements

RSNY Realty does not require buyer(s) or renter(s) to sign an exclusive brokerage agreement in order to work with an RSNY Realty agent.

3. Mortgage Pre-Approval / Proof of Funds

Before submitting any offer to purchase or rent, RSNY Realty requires:

- Proof of funds (excluding source-of-income documentation), and
- Mortgage pre-approval when the offer includes financing.

Proof of funds must demonstrate the financial ability to perform in accordance with the terms of the offer.



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Additional Notes on Property Owner Requirements

Property owners may set their own qualifying criteria, provided that:

- The criteria are established in advance,
- Applied uniformly and objectively to all prospective buyers or renters,
- Are non-discriminatory, and
- Provided to RSNY Realty in writing, including the date of issuance.

RSNY Realty agents must follow all lawful written instructions provided by property owners regarding applicant qualification criteria. www.rsnynrealty.com

Availability of SOP

Hard copies of these Standardized Operating Procedures are available upon request at RSNY Realty office location within New York State.

Authorized Signatory

Dated:

By: 

Chandru Ramnani, CEO

RSNY Realty

Notary Acknowledgment:

State of New York

County of Kings

On this 19th day of December, 2025, before me personally appeared Chandru Ramnani, who proved to me on the basis of

satisfactory evidence to be the individual whose name is subscribed to this instrument and acknowledged that they executed the same in their authorized capacity.

Notary Public Signature 

My Commission Expires: Feb 16, 2029

