

**STANDARDIZED OPERATING PROCEDURES FOR THE PREREQUISITES  
PROSPECTIVE HOMEBUYERS MUST MEET PRIOR TO RECEIVING SERVICES**

In accordance with New York Real Property Law § 442-H(4), each real estate broker is required to institute standardized operating procedures for the prerequisites prospective homebuyers must meet prior to receiving any services.

Please be advised that Berkadia Commercial Mortgage, LLC (“Broker”) is solely engaged in commercial mortgage brokering. As such, it does not provide services to prospective homebuyers; its clients are business entities seeking financing for the purchase of commercial property or seeking refinancing of existing commercial mortgage loans.

Broker is making these Standardized Operating Procedures available on any publicly available website and mobile device application maintained by the Broker and any of its licensees and teams. Broker has copies of these Standardized Operating Procedures available to the public upon request at Broker’s office locations.

As it pertains to prospective homebuyers, Broker:

Requires  Does not require 1. Prospective clients to show identification

Requires  Does not require 2. Exclusive broker agreements

Requires  Does not require 3. Pre-approval for a mortgage loan

Acknowledgement of Broker

Broker:

By:



Name: *STEWART CAMPBELL*

Title: *SENIOR MANAGING DIRECTOR*

State of *New York*

County of *New York*

The foregoing document was acknowledged before me this *19* day of *July* 202*2* by

*Stewart Campbell* who personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

*Maryanne Sculley*  
Notary Signature

**MARYANNE SCULLEY**  
Notary Public - State of New York  
No. 01SC6310861  
Qualified in New York County  
My Commission Expires 09/08/2022