

TIM SIMMONS *Properties*

Standard Operating Procedures

Tim Simmons Properties LLC is making our Standard Operating Procedure available on our website pursuant to real property Law 442-H. Copies of the procedures are available to the public upon request.

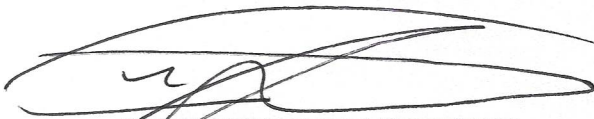
Prior to showing a prospective buyer or providing services:

1. Tim Simmons Properties LLC does not require a prospective client to show identification;
2. Tim Simmons Properties LLC does not require an exclusive brokerage agreement to be signed requiring the prospective buyer to only work with Tim Simmons Properties LLC;
3. Tim Simmons Properties LLC does not require a pre-approval for a mortgage loan in order to show prospective buyer properties.

However, please note that based upon the requirements of the seller, or the building in which the property is located in, some of the foregoing items may be required. In this instance, Tim Simmons Properties LLC will duly notify prospective buyer in advance of the showing.

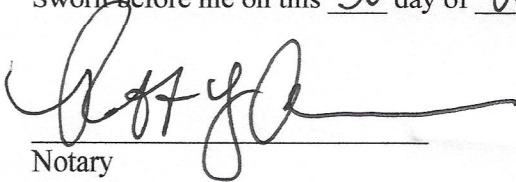
Adopted as of OCTOBER 2023 by

Tim Simmons Properties LLC



Timothy G. Simmons, President

Sworn before me on this 30 day of October, 2023

  
Notary

**ROBBIN Y. CHASE**  
Notary Public, State of New York  
No. 01CH0000647  
Qualified in Kings County  
Commission Expires Feb. 03, 2027