

STANDARD OPERATING PROCEDURES

Your Space New York LLC

New York State Real Estate Brokerage

Principal Broker: Craig Stulberger

New York Real Estate Broker License No.: 10491203482

License Expiration: April 29, 2027

Website: yourspace-newyork.com

Effective Date: August 26, 2026

Version: 1.0

1. PURPOSE

Your Space New York LLC (“Your Space New York,” “Brokerage,” “we,” “us,” or “our”) maintains these Standard Operating Procedures (“SOPs”) to provide clear and consistent procedures for the provision of real estate brokerage services in New York State.

These SOPs are intended to promote transparency, professionalism, consumer protection, fair housing, proper supervision, accurate advertising, and compliance with applicable federal, New York State, and local laws and regulations.

These procedures apply to the Brokerage and its associated real estate brokers and salespersons.

2. BROKERAGE SUPERVISION

Your Space New York LLC operates under the supervision of its Principal Broker, Craig Stulberger.

All associated brokers and salespersons are required to conduct real estate brokerage activities through Your Space New York LLC and in accordance with applicable law and the policies and lawful instructions of the Principal Broker.

Questions concerning agency, fair housing, advertising, contracts, deposits, complaints, conflicts of interest, or other compliance matters shall be referred to the Principal Broker.

3. PROSPECTIVE CLIENTS AND CONSUMERS

Your Space New York LLC welcomes prospective buyers, sellers, landlords, tenants, and other consumers.

A person who contacts the Brokerage is not automatically considered a client or represented party.

The Brokerage will communicate the nature of the brokerage relationship and available representation options as required by applicable law.

Unless and until an agency relationship is established, consumers should not assume that a Brokerage licensee represents their interests.

4. BUYER REPRESENTATION

Consumers interested in purchasing real property may elect to be represented by Your Space New York LLC.

When buyer representation is established, the Brokerage will use the applicable written agency or representation agreement.

The agreement will describe the nature and duration of the relationship and applicable compensation arrangements.

The Brokerage will provide applicable agency disclosures in accordance with New York law.

5. SELLER REPRESENTATION

Sellers who engage Your Space New York LLC will enter into the applicable listing or brokerage agreement.

The agreement will identify the property, parties, term of the relationship, compensation arrangements, and other applicable terms.

Licensees shall accurately communicate material property information and shall not knowingly make material misrepresentations.

Offers received on behalf of a seller will be handled in accordance with applicable law, the listing agreement, and the seller's lawful instructions.

6. LANDLORD REPRESENTATION

Landlords who engage Your Space New York LLC will enter into the appropriate brokerage or listing agreement when applicable.

Properties will be marketed accurately and in accordance with applicable advertising and fair-housing requirements.

The Brokerage will not knowingly publish discriminatory preferences, limitations, or requirements.

7. TENANT REPRESENTATION

Prospective tenants may work with Your Space New York LLC in locating and leasing residential or commercial property.

The Brokerage will communicate whether its licensee is representing the tenant, landlord, or another party.

Applicable agency disclosures and compensation arrangements will be addressed in accordance with applicable law and the relevant agreement.

8. AGENCY DISCLOSURE

Your Space New York LLC complies with New York requirements governing disclosure of real estate agency relationships.

Applicable agency disclosure forms will be provided at the required stage of a transaction.

Consumers will be informed of the identity of the party or parties represented by the Brokerage's licensee.

Where applicable, consumers will be informed about dual agency or designated agency and the required disclosures and consents will be obtained.

For additional information, please see our **Agency Disclosure & Representation** page.

9. FAIR HOUSING & EQUAL OPPORTUNITY

Your Space New York LLC is committed to providing equal professional service to all consumers.

The Brokerage complies with applicable federal, New York State, and local fair-housing and anti-discrimination laws.

Licensees shall not discriminate, steer, discourage, intimidate, or otherwise provide unequal service based upon a legally protected characteristic.

The Brokerage maintains a separate **Fair Housing & Equal Opportunity Policy**, available on this website.

10. ADVERTISING & MARKETING

All Brokerage advertising must be truthful, accurate, professional, and compliant with applicable law.

This includes:

- Brokerage websites
- MLS listings
- Property signs
- Social media
- Email
- Digital advertising
- Print advertising
- Property brochures
- Third-party websites
- Other promotional materials

Licensees shall not advertise property without appropriate authority.

Advertising must properly identify the Brokerage as required by applicable law.

11. WEBSITE & SOCIAL MEDIA

Your Space New York LLC's website and social-media presence shall comply with applicable real estate advertising requirements.

Real estate advertising published by associated licensees must accurately identify the Brokerage and may not falsely imply that a licensee operates independently from Your Space New York LLC.

The Brokerage may require review or correction of advertising that does not comply with these SOPs.

12. OFFERS & NEGOTIATIONS

Offers and counteroffers shall be handled promptly and in accordance with applicable law, the applicable agency relationship, and the client's lawful instructions.

Licensees shall not improperly withhold or delay an offer.

Licensees shall not provide legal advice.

Consumers should consult their attorney concerning contracts, legal rights, legal obligations, and other legal matters.

13. COMMISSIONS & COMPENSATION

Brokerage compensation is established by agreement.

Applicable compensation arrangements shall be disclosed and documented as required by law and the applicable agreement.

No licensee may make unauthorized promises concerning commissions, rebates, concessions, referral fees, or other compensation.

Questions or disputes concerning compensation shall be referred to the Principal Broker.

14. CONFLICTS OF INTEREST

Licensees shall promptly disclose potential conflicts of interest to the Principal Broker.

A licensee shall not conceal a material personal, financial, familial, or other interest in a transaction when disclosure is required.

Transactions involving property owned or controlled by a licensee shall receive appropriate Brokerage review.

15. CONFIDENTIALITY

Your Space New York LLC expects its licensees to protect confidential information received from clients and consumers.

Confidential information shall not be disclosed except as authorized, required by law, or otherwise permitted under the applicable agency relationship.

Consumer information shall be handled with appropriate care in both physical and electronic formats.

16. RENTAL APPLICATIONS & SCREENING

When the Brokerage participates in rental applications or tenant screening, applicants will be handled according to consistent and lawful procedures.

The Brokerage shall not apply discriminatory screening standards.

Information obtained during the application process will be handled appropriately and with reasonable regard for applicant privacy.

17. DEPOSITS & CLIENT FUNDS

Funds received in connection with a transaction shall be handled in accordance with applicable law, the applicable agreement, and the instructions of the Principal Broker.

Licensees shall not personally commingle or improperly hold client funds.

Questions concerning deposits, escrow, trust accounts, or transaction funds shall immediately be referred to the Principal Broker.

18. PROPERTY ACCESS & SHOWINGS

Licensees shall obtain appropriate authorization before providing access to a property.

Keys, lockbox information, access codes, alarm information, and other security information shall be protected.

Licensees shall take reasonable steps to protect property and the safety and privacy of occupants.

19. RECORDKEEPING

Your Space New York LLC maintains transaction and compliance records as required by applicable law and Brokerage policy.

Transaction files may include:

- Agency disclosures
- Listing agreements
- Buyer representation agreements
- Tenant representation agreements
- Offers and counteroffers
- Contracts
- Compensation agreements
- Required disclosures
- Fair-housing documentation
- Advertising records
- Material transaction communications
- Deposit documentation
- Closing documentation

Records will be maintained for the periods required by applicable law.

20. CONSUMER COMPLAINTS

Consumers may raise concerns directly with Your Space New York LLC or the Principal Broker.

Complaints involving discrimination, agency, advertising, deposits, professional conduct, or other compliance matters will be reviewed by the Principal Broker.

The Brokerage prohibits retaliation against a consumer who makes a good-faith complaint.

21. LICENSEE RESPONSIBILITIES

All associated licensees are expected to:

- Maintain an active New York State real estate license.
 - Conduct business through Your Space New York LLC.
 - Follow the supervision and lawful instructions of the Principal Broker.
 - Comply with applicable laws and regulations.
 - Maintain professional standards.
 - Protect confidential information.
 - Follow fair-housing requirements.
 - Use truthful and accurate advertising.
 - Properly document transactions.
 - Promptly report compliance concerns to the Principal Broker.
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22. REQUIRED DISCLOSURES

Depending upon the transaction, consumers may be required to receive agency disclosures, fair-housing notices, property disclosures, lead-based paint disclosures, compensation disclosures, and other notices required by law.

These SOPs do not replace any disclosure, agreement, contract, notice, or form required by law.

23. BROKER REVIEW & SUPERVISION

The Principal Broker may require prior review or approval of any transaction, advertisement, agreement, disclosure, complaint, or other matter when appropriate.

Associated licensees shall promptly provide requested documentation to the Principal Broker.

The Brokerage may update these SOPs when necessary to reflect changes in law, regulation, Brokerage operations, or industry practices.

24. PUBLIC AVAILABILITY

Your Space New York LLC makes these Standard Operating Procedures publicly available through its website.

The version published on yourspace-newyork.com represents the current public version of the Brokerage's SOPs.

25. EFFECTIVE DATE & VERSION CONTROL

Effective Date: August 26, 2026
Version: 1.0

Approved By: Craig Stulberger
Title: Principal Broker
Brokerage: Your Space New York LLC
NY License No.: 10491203482
License Expiration: April 29, 2027

These Standard Operating Procedures remain effective until amended or replaced by Your Space New York LLC.

RELATED COMPLIANCE POLICIES

For additional information, please visit:

Fair Housing & Equal Opportunity
Our commitment to fair housing and equal professional service.

Agency Disclosure & Representation
Information regarding buyer, seller, landlord, tenant, dual-agency, and designated-agency relationships.

Your Space New York LLC
New York State Licensed Real Estate Brokerage
Principal Broker: **Craig Stulberger**
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License Expiration: **04/29/2027**
yourspace-newyork.com

NOTARY ACKNOWLEDGMENT

Adoption of Standard Operating Procedures

Your Space New York LLC
New York State Licensed Real Estate Brokerage

I, **Craig Stulberger**, Principal Broker of **Your Space New York LLC**, hereby acknowledge that I have reviewed and adopted the foregoing Standard Operating Procedures for the Brokerage.

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The foregoing Standard Operating Procedures are adopted as the policies and procedures governing the Brokerage's real estate brokerage activities, subject to applicable federal, New York State, and local laws and regulations.

PRINCIPAL BROKER ACKNOWLEDGMENT

Signature of Principal Broker:



Craig Stulberger

Date: 08-26-2026

NOTARY ACKNOWLEDGMENT

State of New York
County of Nassau

On the 26th day of August, 2026, before me, the undersigned Notary Public, personally appeared **Craig Stulberger**, personally known to me or proved to me through satisfactory evidence of identification to be the individual whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same in his capacity as Principal Broker of **Your Space New York LLC**, and that by his signature on the instrument, the individual executed the instrument.

Notary Public:

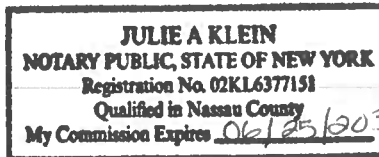
[Signature]

Printed Name:

Julie A. Klein

Notary Public, State of New York

Registration No.:



My Commission Expires:

Notary Seal:

[NOTARY SEAL]

BROKERAGE RECORD

Document: Standard Operating Procedures

Brokerage: Your Space New York LLC

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