



YT Resolution Services, LLC

1001 JAMES ST. SUITE 700, NEW YORK, NY 10039 Tel: 212 391 1130 Fax: 212 391 1140

March 23, 2022

**STANDARD OPERATING PROCEDURES (SOPs)  
PURSUANT TO NEW YORK REAL PROPERTY LAW SECTION 442-h  
(RULES OF THE SECRETARY OF STATE  
RELATING TO REAL ESTATE BROKERS & SALESPERSONS)**

1. With respect to any sale or lease of real property, all prospective clients shall show identification.
2. Exclusive broker agreements may be required according to terms negotiated on an equitable and good faith basis by the parties.
3. With respect to the consumer home market (residential real estate sales), all prospective buyers must be pre-approved for a mortgage loan unless the prospective buyer will be purchasing the home on a 100% cash basis.

*Yasuhiro Takasaki*  
YASUHIRO TAKASAKI  
President & CEO

*Maiko Sangu*  
NOTARY PUBLIC

MAIKO SANGU  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01SA6411523  
Qualified in Westchester County  
Commission Expires November 23, 2024

03-23-2022

## NYS HOUSING AND ANTI-DISCRIMINATION NOTICE

*Federal, State and Local Fair Housing and Anti-discrimination Laws protect individuals from housing discrimination. It is unlawful to discriminate based on certain protected characteristics, which include, but are not limited to: race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, age, disability, marital status, lawful source of income or familial status.*

### THE FOLLOWING ARE SOME EXAMPLES OF POTENTIAL FAIR HOUSING VIOLATIONS:

- Refusing to rent, sell or show a property based on a potential tenant or purchaser's protected characteristic.
- Quoting a higher price to a purchaser or renter because of the potential purchaser or tenant's protected characteristic.
- Refusing to rent to a tenant who has children or increasing a security deposit based on the number of children who will be living in the apartment.
- Steering prospective tenants or purchasers to certain neighborhoods based on any protected characteristics.
- Refusing to rent to a potential tenant because of their source of income, including but not limited to, Section 8 vouchers or other government subsidies.
- Refusing to waive a "no pet" policy for tenants that require a service, assistance or emotional support animal.
- Discriminating at the direction of a seller or landlord or because it is the preference of a seller or landlord.
- Refusing to rent to a renter who is a victim of domestic violence.

### YOU HAVE THE RIGHT TO FILE A COMPLAINT

- New York State, Department of State: (518) 474-4429
- New York State, Division of Human Rights: (844) 862-8703

---

ALBANY OFFICE: One Commerce Plaza, 99 Washington Avenue, P.O. Box 22001, Albany, NY 12201-2001  
• Customer Service: (518) 474-4429 • Website: <https://dos.ny.gov> • E-Mail: [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov)

REGIONAL OFFICES:

• BINGHAMTON • BUFFALO • HAUPPAUGE • NEW YORK CITY • UTICA

***This sign must be prominently posted in all real estate broker offices  
and at all public open houses.***