

STANDARD OPERATING PROCEDURES

Trenca & Co Realty, LLC

5620 Business Ave, Ste H8
Cicero, NY 13039

Effective Date: January 14th, 2026

Pursuant to **New York Real Property Law §442-h**, Trenca & Co Realty, LLC is required to publish these Standard Operating Procedures (“SOPs”). These SOPs are intended to promote transparency and consistency in the firm’s dealings with prospective buyers and to ensure compliance with all applicable New York State real estate laws and regulations.

Prospective buyers are hereby advised of the following policies and procedures:

1. Identification

Trenca & Co Realty, LLC does not require prospective buyers to present identification as a condition of receiving services from the firm. However, prospective buyers should be advised that a property owner, landlord, seller, or managing agent may independently require identification as a condition of accessing a property, attending an open house, or participating in a showing.

2. Exclusive Buyer Broker Agreement

Trenca & Co Realty, LLC does not require prospective buyers to enter into an exclusive buyer broker agreement as a condition of working with the firm. Prospective buyers may choose to enter into such an agreement at their discretion, but it is not mandatory in order to receive services from Trenca & Co Realty, LLC.

3. Mortgage Pre-Approval or Proof of Funds

Trenca & Co Realty, LLC does not require a mortgage pre-approval or proof of funds as a condition of working with prospective buyers. However, prospective buyers should be aware that a seller or listing agent may require a mortgage pre-approval or proof of funds prior to scheduling a showing, considering an offer, or accepting a purchase contract.

These Standard Operating Procedures reflect Trenca & Co Realty, LLC’s commitment to compliance with New York State real estate laws and its dedication to providing fair, transparent, and professional services to all prospective clients.

Questions regarding these procedures may be directed to the firm using the contact information below.

John A. Trenca
CEO and Principal Broker
Trenca & Co Realty, LLC

John A. Trenca

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