

REQUIRED – Prospect/Renter



Standard Operating Procedures for Homebuyers/Renters
(Effective April 20, 2022)

All brokerage firms in New York State are required to institute standardized operating procedures to qualify home buyers and renters.

As required by law, (§7729),
Realty Connect USA **Standard Operating Procedures** are below:

Prospective Client's IDs: REQUIRED earlier or before entering a property or making an offer. IDs will **NOT** be copied or recorded.

Exclusive Brokerage Agreement: Encouraged but **NOT REQUIRED** for buyer(s)/renter(s).

Mortgage Pre-Approval/Proof of Funds: Encouraged before entering a property but **REQUIRED** before making an offer. No source of income should be shown or provided.

Buyer Acknowledgement: _____ Date: _____
_____ Date: _____

Buyer acknowledges Broker's Standardized Operating Procedure and (Initial):

- _____ Has Provided ID to Agent
- _____ Has Been Offered Exclusive Brokerage Agreement
- _____ Understands Mortgage Pre-Approval/Proof of Funds Requirements

Agent Acknowledgement: _____