



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, (S7729),
Realty Connect USA
Standard Operating Procedures are below.

Prospective Client's IDs: REQUIRED 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.

ELMER PERAZA
NOTARY PUBLIC, State of New York
No. 03PE0123005
Qualified in Suffolk County
Commission Expires March 21, 2025

A handwritten signature in black ink, appearing to read 'E Peraza', is written over the notary text.