



## 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, (S.2131-A/A.6186),

Realty Connect USA **STANDARD OPERATING PROCEDURES** are below.

**Prospective Client's IDs:** ARE REQUIRED before entering a property or making an offer.

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

**Mortgage Pre-Approval/Proof of Funds:** ARE REQUIRED before making an offer.